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ABSTRACT

This user's guide explains how to use the Postsecondary Education Participants System (PEPS) Default Management (DM) computerized system to track the default rates of institutions of higher education that participate in the federal student financial aid programs under the Higher Education Act of 1965 as amended. After an introduction, the document explains: (1) features common to all screens; (2) basic view screens; (3) maintenance of default rate data; (4) maintenance of default letter data; (5) maintenance of default rate appeal letters and response data; (6) maintenance of default management action data; (7) generation of default management reports; and (8) maintenance of user reference tables. Many illustrations of sample screens show step-by-step use of the PEPS-DM system. (DB)

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ED 419 464

PEPS

POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM

Default Management User Manual

April 1998

U.S. DEPARTMENT OF EDUCATION
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1 Introduction

This document presents the User's Guide for the Post-secondary Education Participants System (PEPS) Default Management function, PEPS Version 1.7. This function will provide the Default Management Division (DMD) with the capability of tracking the Default Rates of institutions participating in the Student Financial Aid Programs (SFAP) of the Higher Education Act of 1965, as amended. PEPS Default Management (PEPS DM) functions include the recording of certain types of letters sent to schools as well as sanctions, in the form of "Action" records, against schools with high default rates. This user's guide explains how to use the screens and run the reports that will support DMD functions.

Data values are presented in various screen displays throughout this manual in an effort to provide additional context and meaning for readers of this manual. The data values contained therein represent *test* data, and therefore, may vary significantly from data encountered while using the actual PEPS production system.

1.1 Scope and Audience

This user manual contains 9 sections. All readers should study Section 2 first, which is designed to assist any user of Default Management data, including the PEPS case management users, in understanding the features that are common to all screens. The next section, (Section 3) describes how to query official default rate history, which is available to all PEPS users. The remaining sections, were designed to assist DMD staff in querying and maintaining detailed information regarding default rates, such as:

- Adjustments to default rates;
- Actions and Sanctions placed on schools due to high default rates;
- Default Letter determination and tracking;
- Appeals of default rates;

- Reporting on default rates for release to the public and for internal department use;

- User reference tables;

Refer to *Section 2 – Getting Started* of the *PEPS User's Manual* for information on how to access PEPS. This manual describes how to access the PEPS system.

Refer to the *Default Management Operations Manual* for information regarding administration of the Default Management portion of PEPS, namely, batch processes, system reference table maintenance, and security.

2 Features Common to All Screens

There are certain features common to all screens in the PEPS Default Management module. A consistent interface is provided to assist in performing key functionality such as activate query mode, find records based on query criteria, navigation, insert, update, delete, save changes, show details, edit, show mergers, access the calendar, and help.

2.1 School Header Block

The PEPS Default Management module allows the user to select a school through the flexible *School Header Block* part of each screen, a single line row of data, appearing as the top part of most screens. The user may enter one or more attributes to identify a school.

Open School Screen Interface

When the user first enters PEPS through the *Open School* screen, the OPE ID selected will be remembered when navigating to the PEPS Default Management Module. You **do not** need to use the *Open School* screen before accessing the Default Management screens (as mentioned in Section 3, Basic View Screens, page 30, paragraph 1).

PEPS Remembers the Current OPE ID

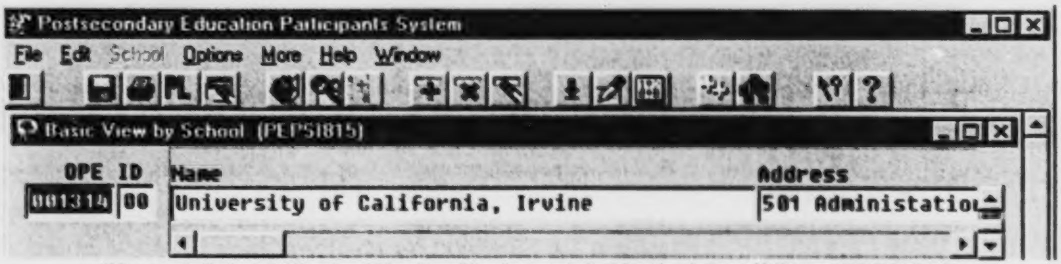
PEPS retrieves the data for the school identified and stores identifying information about the school in memory. Any subsequent form that the user opens will pre-fill the window with any exiting information about the selected school based on the school information currently in memory. Consequently, when the user selects another menu option, there is no need to reselect the current school. PEPS *remembers* the school until the user selects another school.

Scroll bars

The *School Header block* contains vertical and horizontal *scroll bars*. Horizontal scroll bars are used to move the screen to the right and left, displaying additional columns of data. The horizontal scroll bar is equivalent to the *double arrow buttons* found on the School Information screen (i.e., pepsi100 and pepsd100) which, advance to the next page of data.

Vertical scroll bars are used to advance the row of data up or down. The vertical scroll bar is similar to the buttons *Prev* and *Next* on the School Information screen (i.e., pepsh100) which, advance forward or backward to the next or previous school history record.

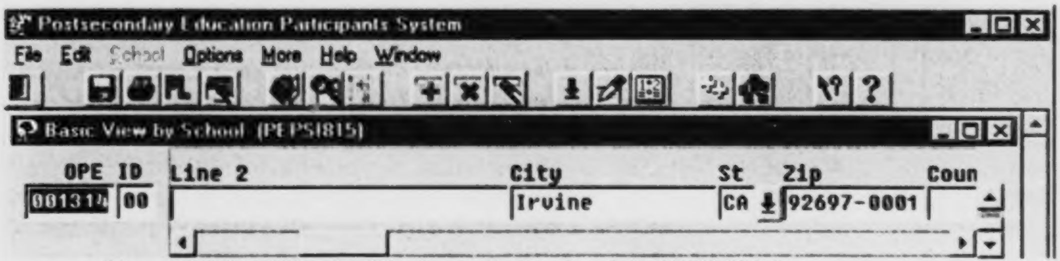
The figure below displays the School Header Block, the vertical scroll bar, and the horizontal scroll bar.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE 001314 ID 00
Name University of California, Irvine
Address 501 Administatio

Figure 1 School Header Block – Horizontal & Vertical Scroll Bars (PEPSI815)

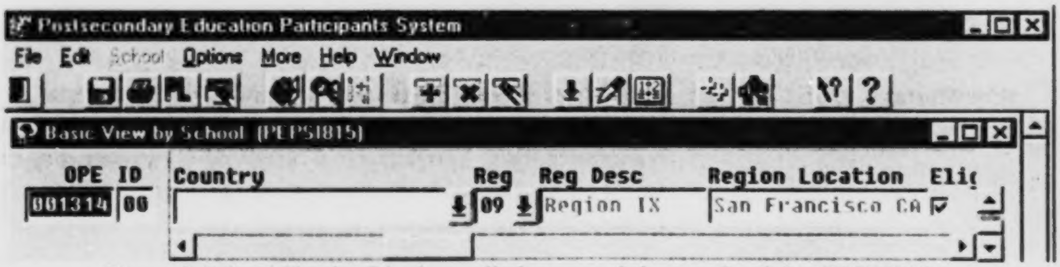
The first block of most screens in the Default Management subsystem will allow the search/selection of a school based on the items shown above. The horizontal scroll bar will reveal other columns, which can be used in a search or viewed when data is found.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE 001314 ID 00
Line 2
City Irvine
St CA
Zip 92697-0001
Coun

Figure 2 School Header Block scrolled to the right (PEPSI815)

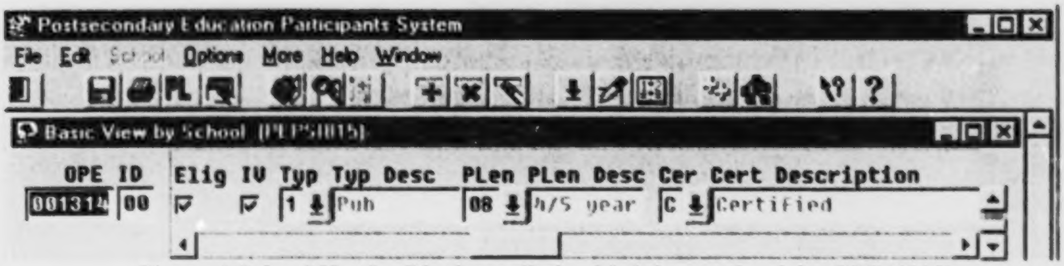
The scroll bar on the School Header block has been moved to the right one time to display new items.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE 001314 ID 00
Country
Reg 09
Reg Desc Region IX
Region Location San Francisco CA
Eli ☑

Figure 3 School Header Block scrolled a second time to the right (PEPSI815)

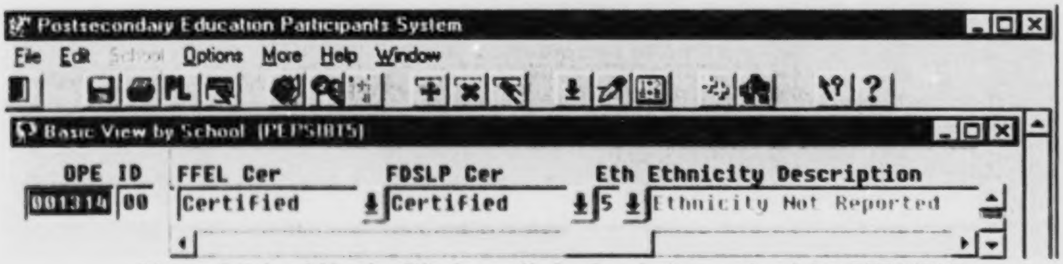
The scroll bar on the School Header block has been moved to the right a second time to display new items.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE	ID	Elig	IV	Typ	Typ Desc	PLen	PLen Desc	Cer	Cert Description
001314	00	☑	☑	1	Pub	08	4/5 year	C	Certified

Figure 4 School Header Block scrolled a third time to the right (PEPSI815)

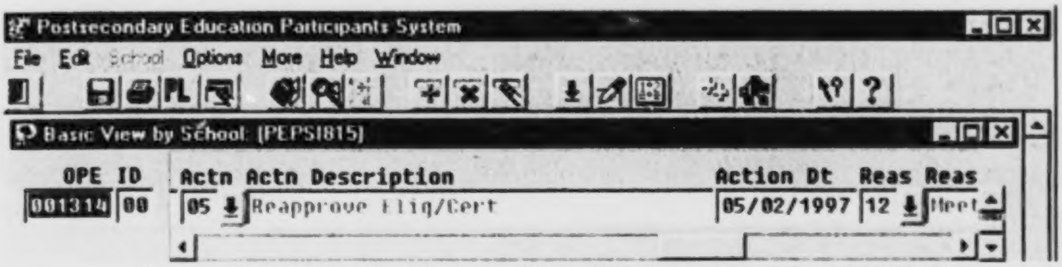
The scroll bar on the School Header block has been moved to the right a third time to display new items.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE	ID	FFEL Cer	FDSLP Cer	Eth	Ethnicity Description
001314	00	Certified	Certified	5	Ethnicity Not Reported

Figure 5 School Header Block scrolled a fourth time to the right (PEPSI815)

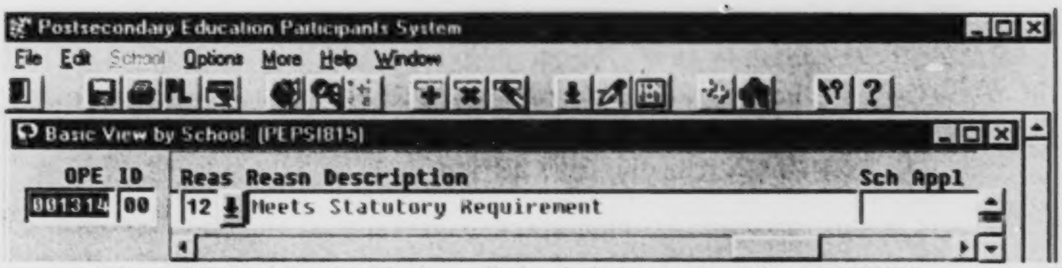
The scroll bar on the School Header block has been moved to the right a fourth time to display new items.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE	ID	Actn	Actn Description	Action Dt	Reas	Reas
001314	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet

Figure 6 School Header Block scrolled a fifth time to the right (PEPSI815)

The scroll bar on the School Header block has been moved to the right a fifth time to display new items.

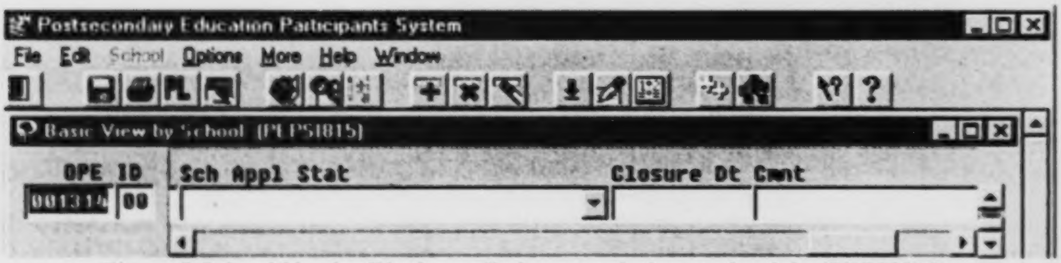

Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE ID: 001314 00

Reas	Reasn Description	Sch Appl
12	Meets Statutory Requirement	

Figure 7 School Header Block scrolled a sixth time to the right (PEPSI815)

The scroll bar on the School Header block has been moved to the right a sixth time to display new items.

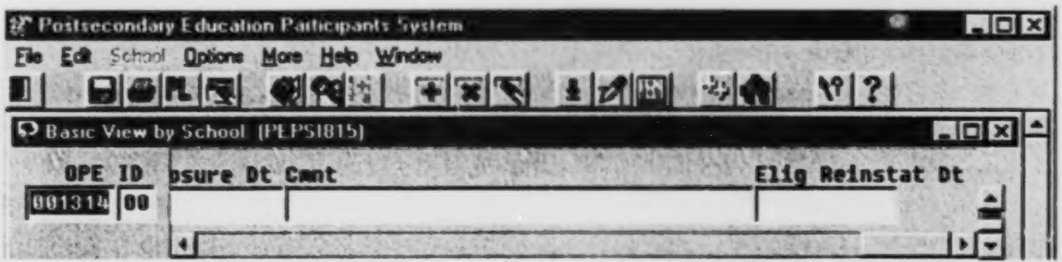

Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE ID: 001314 00

Sch Appl Stat	Closure Dt	Cmnt

Figure 8 School Header Block scrolled a seventh time to the right (PEPSI815)

The scroll bar on the School Header block has been moved to the right a seventh time to display new items.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)

OPE ID: 001314 00

osure Dt	Cmnt	Elig Reinstat Dt

Figure 9 School Header Block scrolled an eighth time to the right (PEPSI815)

The scroll bar on the School Header block has been moved to the right an eighth time to display new items.

2.2 PEPS Toolbar

The PEPS Default Management screens include a "tool bar" that is presented directly under the PEPS menu at the top of every screen. The tool bar is used to execute common functions, such as saving the users' work or getting help. The toolbar and a table describing each toolbar icon are presented below.

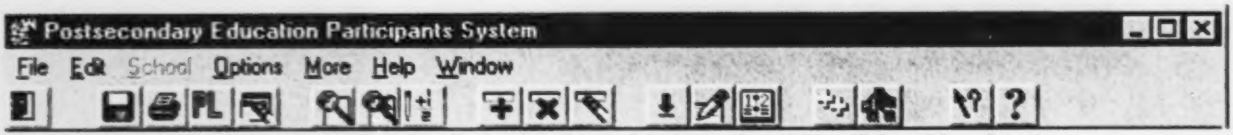

Postsecondary Education Participants System
File Edit School Options More Help Window
PL
?

Figure 10 Toolbar with Query Mode Active (Magnifying Glass Icon)

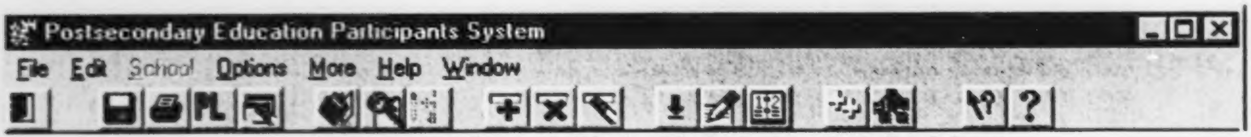

Postsecondary Education Participants System
File Edit School Options More Help Window
PL
?

Figure 11 Toolbar with Display Mode Active (Open Book Icon)

The Toolbar will change to indicate that the screen is in display mode (indicated by the open book) after the *Find icon* (the magnifying glass) is pressed.

The table below summarizes each function appearing on the PEPS toolbar.

Button	Description
#1 – Door Opening (Red)	Exit the current screen
#2 – Diskette (Blue)	Save changes, does not exit the window.
#3 – Printer (Gray)	Print screen to default printer.
#4 – PL (Teal)	PEPS standard (P)rint (L)ist Function
#5 – Pencil Erasing Form	Clears entire form without actually deleting data.
#6 – Magnifying Glass OR Open Book	Find (Retrieve Data) OR Place in Query Mode
#7 – Magnifying Glass (negation)	Cancel Find
#8 – Summation	Count Find hits (based on user entered criteria)
#9 – Plus Sign (Green)	Insert New Record
#10 – Red X	Remove. Deletes a row of data permanently.
#11 – Pencil Erasing Row	Clears current row without actually deleting data.
#12 – Down Arrow (Blue)	Present List of Values
#13 – Pencil Writing	Edit (one field)
#14 – Calendar	Calendar (Select Date from Perpetual Calendar)
#15 – Double Plus (Yellow)	Show Detail (for school selected last)
#16 – Hierarchy Diagram	Combinations, Consolidations and Mergers
#17 – Arrow with Question Mark	Keys Help
#18 – Question Mark	Help

Figure 12 Toolbar Functions from Left to Right

Toolbar Bubble Help

The toolbar has a built in help feature referred to as *bubble help*. When the cursor is placed on a toolbar icon, a *bubble* is displayed with the text name of the function. The examples below demonstrate the help text for the *calendar*, *find count*, *exit*, *insert*, and *show mergers* icons.

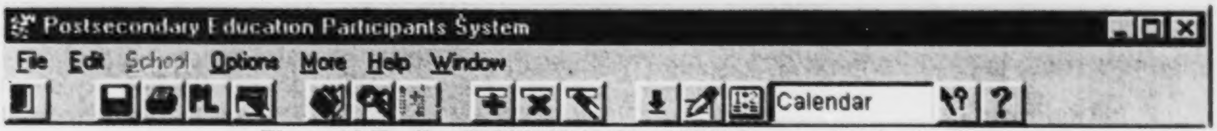

Postsecondary Education Participants System
File Edit School Options More Help Window
Calendar

Figure 13 Toolbar Bubble Help (Year 2000 Perpetual Calendar Icon)

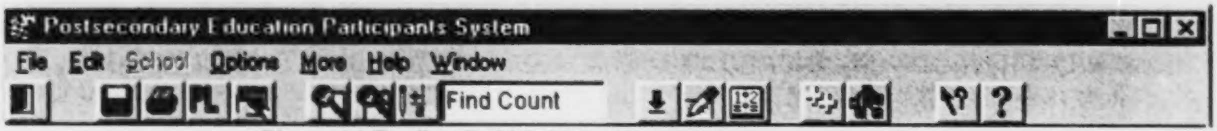

Postsecondary Education Participants System
File Edit School Options More Help Window
Find Count

Figure 14 Toolbar Bubble Help (Find Icon)

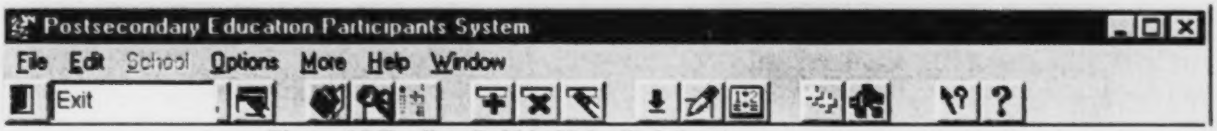

Postsecondary Education Participants System
File Edit School Options More Help Window
Exit

Figure 15 Toolbar Bubble Help (Exit Icon)

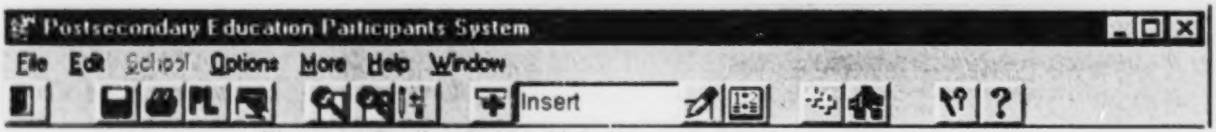

Postsecondary Education Participants System
File Edit School Options More Help Window
Insert

Figure 16 Toolbar Bubble Help (Insert Icon)

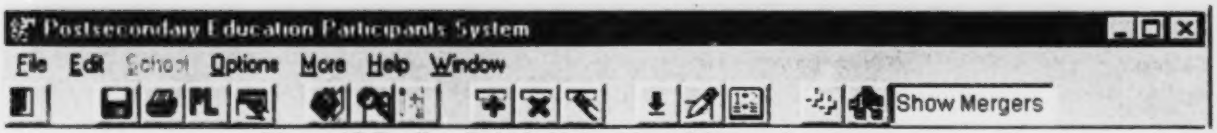

Postsecondary Education Participants System
File Edit School Options More Help Window
Show Mergers

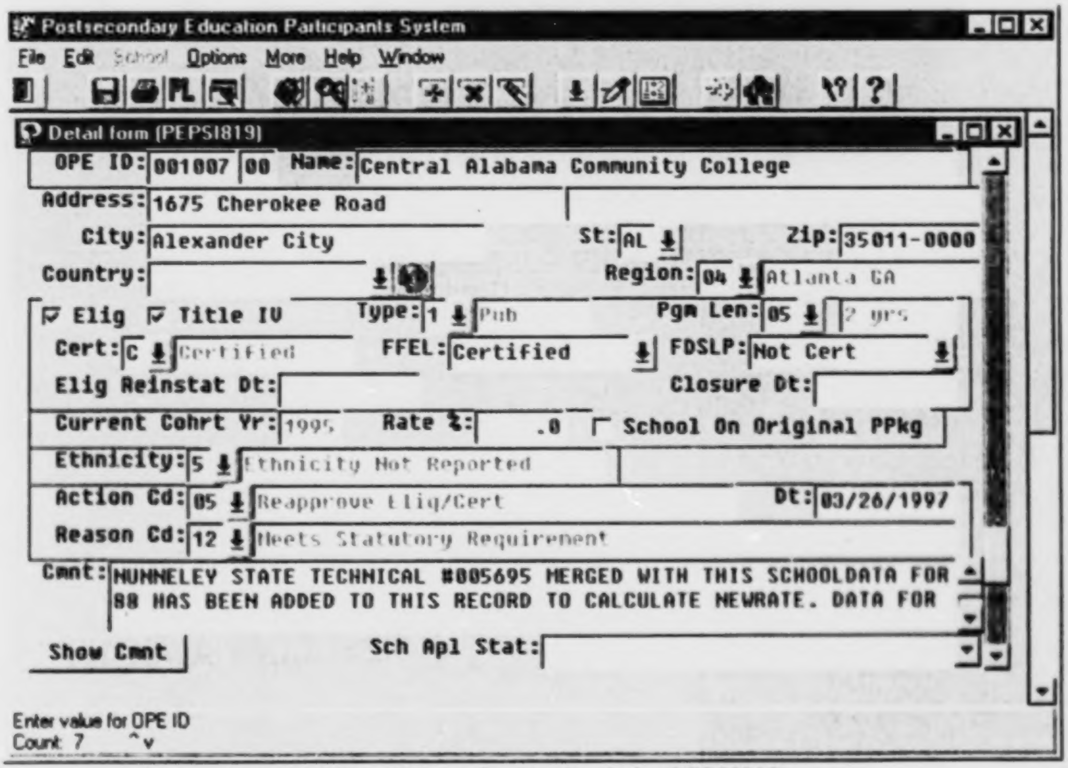
Figure 17 Toolbar Bubble Help (Show Mergers Icon)

2.3 Detail Form (PEPSI819, PEPSD819)

Another common feature of the forms is the toolbar button, *show detail* (represented by double yellow plusses). This button is active in forms that display school information in the first block. When the *show detail* icon is activated, the Default Management *detail form* is displayed with the information from the *School Header Block* displayed in a more readable format.

This form is also capable of additional queries. Queries from the detail form, unlike all other forms, are case sensitive. Upon exiting, the previous form will remain focused on the original OPE ID (i.e., the current OPE ID before calling the detail form).

There are two versions of the school detail form. The inquiry version is always invoked from another inquiry type form (i.e., from a PEPS *I* type form). The update version is always invoked from another update type form (i.e., from a PEPS *D* type form).

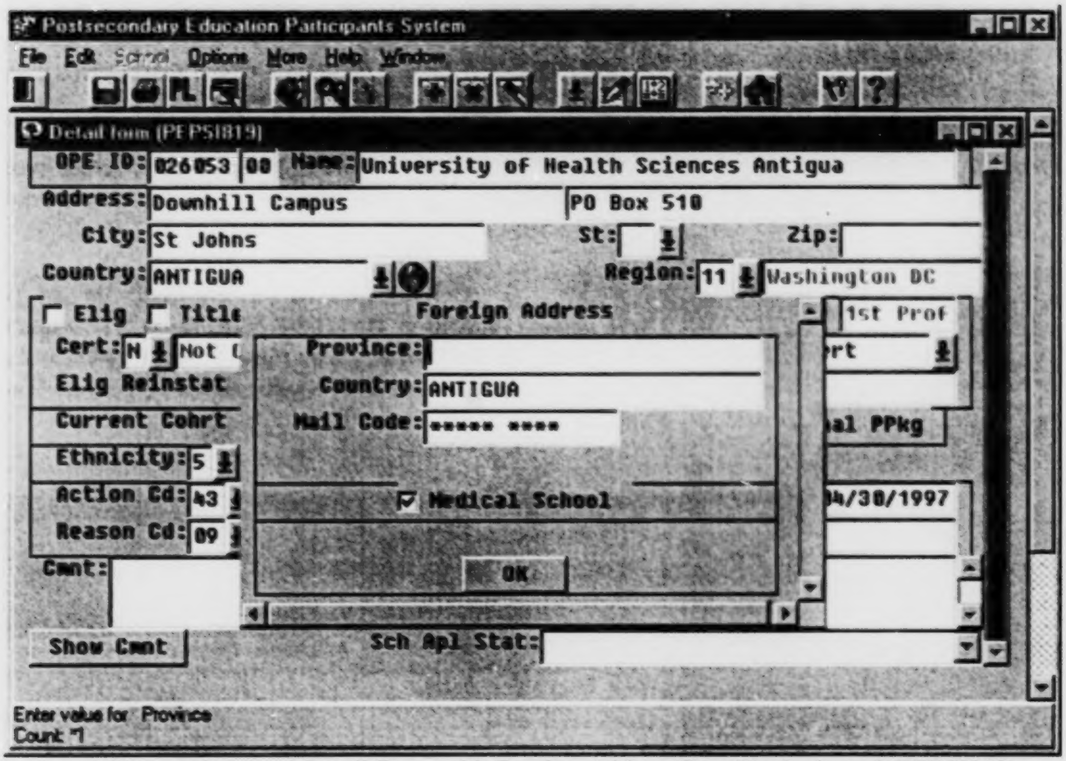


OPE ID: 001007 00 Name: Central Alabama Community College
Address: 1675 Cherokee Road
City: Alexander City St: AL Zip: 35011-0000
Country:
Region: 04 Atlanta GA
☑ Elig ☑ Title IV Type: 1 Pub Pgm Len: 05 2 yrs
Cert: C Certified FFEL: Certified FDSLP: Not Cert
Elig Reinstat Dt:
Closure Dt:
Current Cohrt Yr: 1995 Rate %: .0 ☐ School On Original PPkg
Ethnicity: 5 Ethnicity Not Reported
Action Cd: 05 Reapprove Elig/Cert Dt: 03/26/1997
Reason Cd: 12 Meets Statutory Requirement
Cmnt: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR
Sch Apl Stat:

Enter value for OPE ID
Count: 7 ^v

Figure 18 School Detail Form for Inquiry Only (PEPSI819)

Another feature of the School Detail form is the *globe* icon button, which is displayed to the right of the *Country* field. This icon is active only for non–US school addresses. Pressing the globe icon provides a foreign address pop-up window showing the PEPS Province, Country, Mail Code, and foreign medical school indicator. Pressing the button "OK" closes the pop-up window.


Postsecondary Education Participants System
File Edit School Options More Help Window
Detail form (PEPSI819)
Foreign Address
OK
Show Cmnt

OPE ID: 026053 00 Name: University of Health Sciences Antigua
Address: Downhill Campus PO Box 510
City: St Johns St: Zip:
Country: ANTIGUA Region: 11 Washington DC
☐ Elig ☐ Title
Cert: N Not (
Elig Reinstat
Current Cohrt
Ethnicity: 5
Action Cd: 43
Reason Cd: 09
Cmnt:
Sch Apl Stat:
1st Prof
rt
al PPkg
04/30/1997

Province:
Country: ANTIGUA
Mail Code: ***** ****
☑ Medical School

Enter value for Province
Count: *1

Figure 19 School Detail Form with Foreign Address Pop–Up Activated (PEPSI819)

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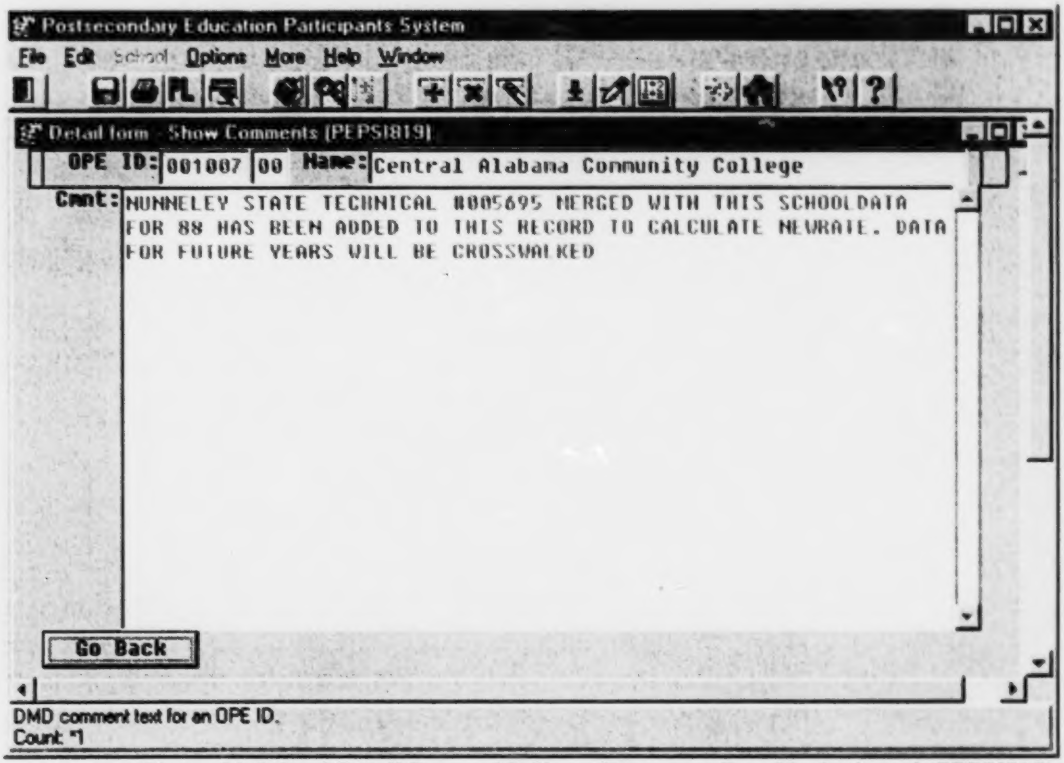
Another feature of the School Detail form is the *Show Cmnts* button located in the bottom left of the screen. Pressing this button provides a pop-up window showing the OPE ID, Name, and up to 18 lines of Comment text (a maximum of 2,000 characters). Pressing the button *Go Back* closes the pop-up window.


Postsecondary Education Participants System
File Edit School Options More Help Window
Detail form - Show Comments (PEPSI819)
Go Back

OPE ID: 001007 00 Name: Central Alabama Community College

Cmnt: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR FUTURE YEARS WILL BE CROSSWALKED

DMD comment text for an OPE ID.
Count: *1

Figure 20 School Detail Form with Show Comments Pop–Up Activated (PEPSI819)

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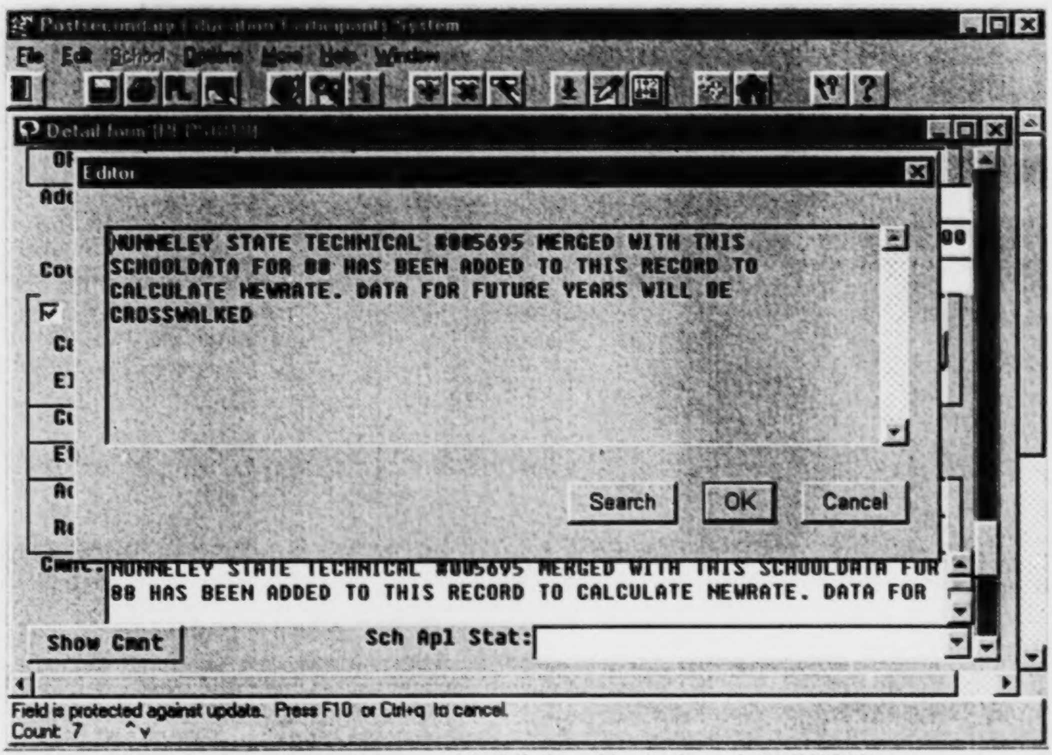
Another feature of the PEPS toolbar is the *Edit* icon displayed as a pencil writing on a piece of paper. Placing the mouse pointer on a desired screen item and pressing the Edit icon, the following pop-up is displayed. A search function working within the editor may be used to locate a word or phrase. The figure below demonstrates how this more generalized technique can be used in place of the *Show* Cmnt button on the inquiry version of the Detail Form screen.


Postsecondary Education Participants System
File Edit School Options Move Help Window
Detail form [PEPSI819]
Editor
Search
OK
Cancel
Show Cmnt
Sch Apl Stat:

NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR FUTURE YEARS WILL BE CROSSWALKED

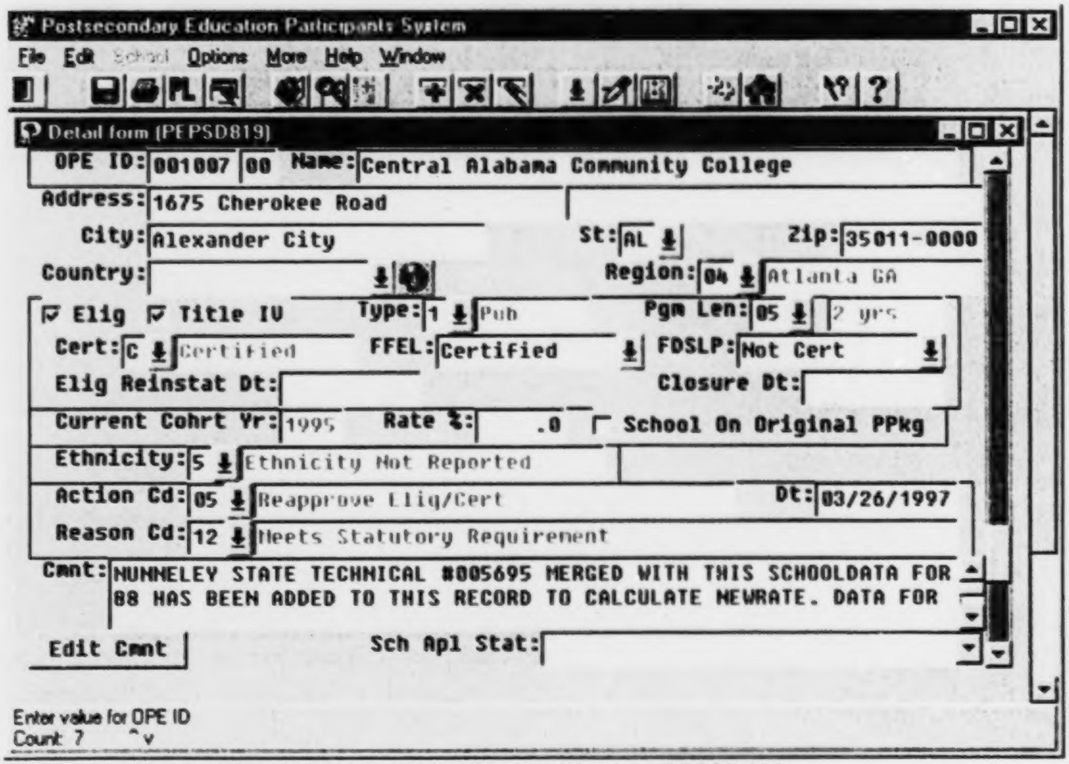
Cmnt.: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR

Field is protected against update. Press F10 or Ctrl+q to cancel.
Count: 7

Figure 21 School Detail Form with Edit Pop–Up Activated (PEPSI819)

The update version of the school detail form is displayed when a user presses the *Show Detail* icon on the toolbar from an update type form (i.e., a PEPS *D* type form). The update version of the school detail form is virtually identical to the inquiry version, but with the addition of an *Edit Cmnt* button in the bottom left corner of the form.

The first page of this form **is not** updateable. The second page, accessed by pressing the *Edit Cmnt* button, enables the user to add, delete, or update the school comment only. The details of how to perform updates will be covered in subsequent sections of this user manual.

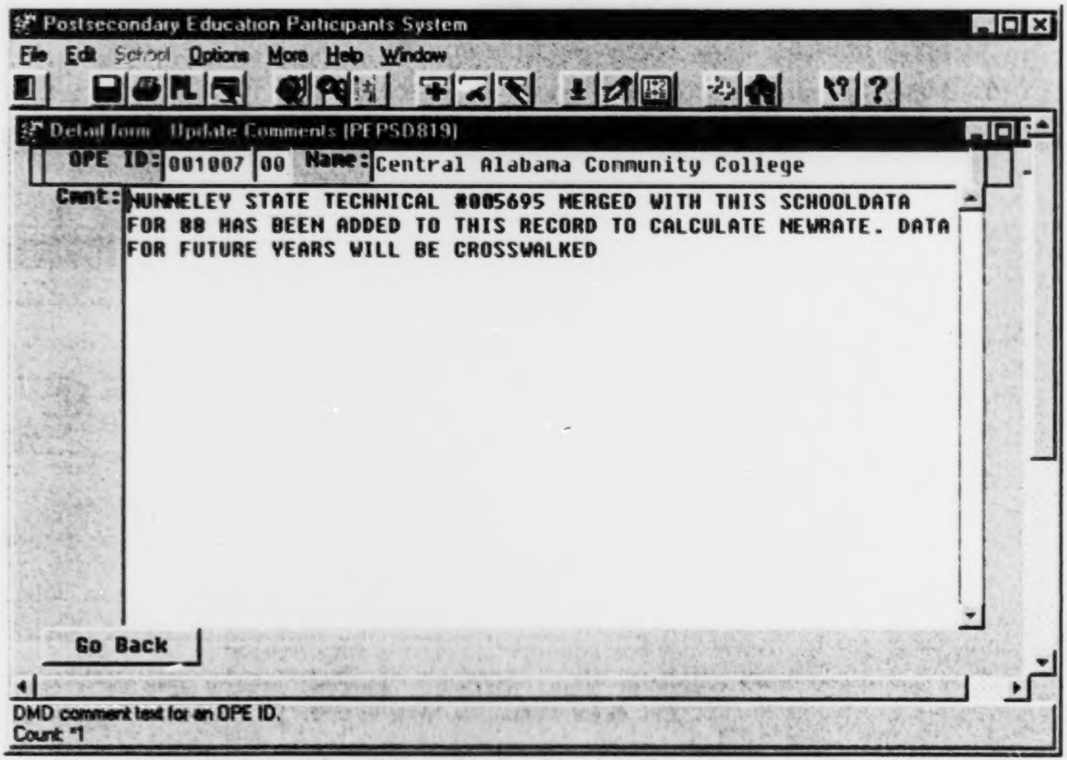


OPE ID: 001007 00 Name: Central Alabama Community College
Address: 1675 Cherokee Road
City: Alexander City St: AL Zip: 35011-0000
Country: Region: 04 Atlanta GA
☑ Elig ☑ Title IV Type: 1 Pub Pgm Len: 05 2 yrs
Cert: C Certified FFEL: Certified FDSLP: Not Cert
Elig Reinstat Dt: Closure Dt:
Current Cohrt Yr: 1995 Rate %: .0 ☐ School On Original PPkg
Ethnicity: 5 Ethnicity Not Reported
Action Cd: 05 Reapprove Elig/Cert Dt: 03/26/1997
Reason Cd: 12 Meets Statutory Requirement
Cmnt: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR
Sch Apl Stat:

Enter value for OPE ID
Count: 7 ^v

Figure 22 School Detail Form Update Version (PEPSD819)

The second page of the update version of the school detail form provides a large area for viewing and maintaining the school comment. A button is provided in the bottom left corner of the form titled "Go Back" to return the user to the first page of the school detail form. As mentioned before, the comment is the only part of the Detail form that is updateable.


Postsecondary Education Participants System
File Edit School Options More Help Window
Detail form Update Comments (PEPSD819)
Go Back

OPE ID: 001007 00 Name: Central Alabama Community College

Cmnt: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR FUTURE YEARS WILL BE CROSSWALKED

DMD comment text for an OPE ID.
Count: *1

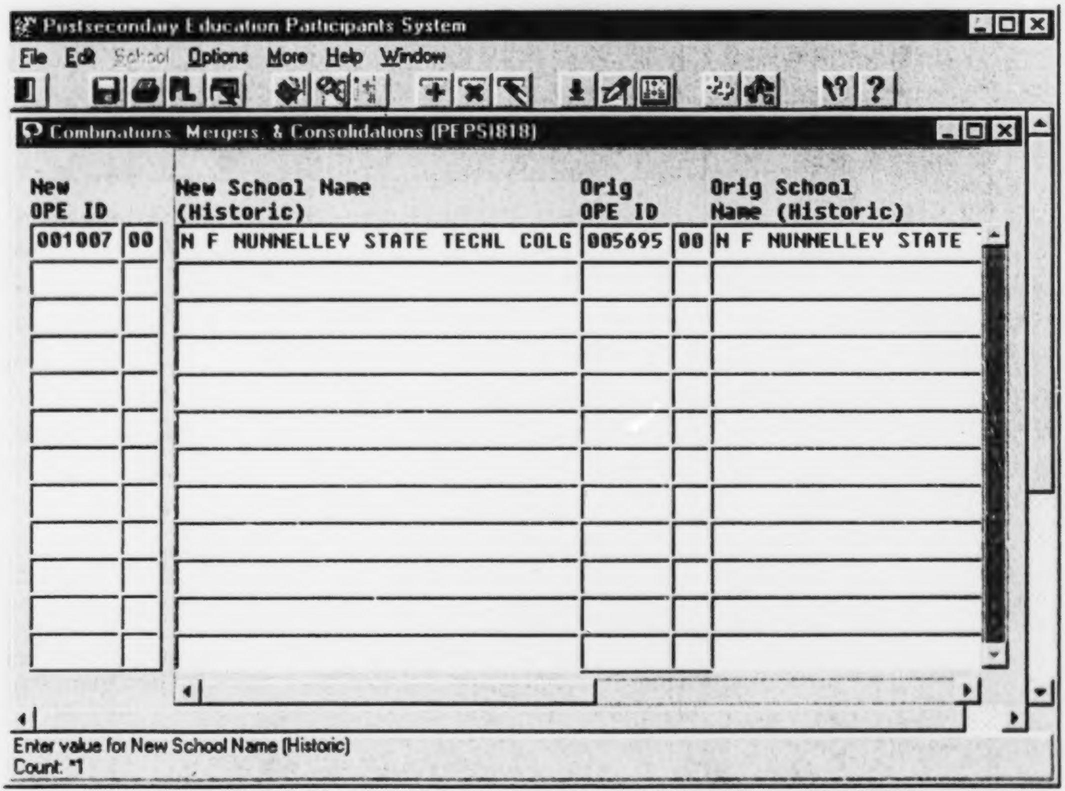
Figure 23 School Detail Form Update Version Show Comments Page (PEPSD819)

2.4 Combination, Merger and Consolidation Form (PEPSI818)

Another common feature of the forms is the toolbar button, *Show Mergers* (found to the right of the double yellow plusses, represented by a hierarchy diagram). This icon is active in forms that display school information in the School Header Block.

When the *Show Mergers* icon is activated, the Combinations, Mergers and Consolidations form is displayed when the school has been recorded in the PEPS *Affiliation Change* table. When the school has not been recorded in the Affiliation Change table, the message "OPEID not recorded as part of a merger or consolidation in PEPS" is displayed, and the form is not displayed.

The new and original OPE IDs are displayed for each recorded combination, merger, and consolidation in PEPS. OPE IDs are displayed by effective date of the combination, merger, or consolidation in descending order.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Combinations, Mergers, & Consolidations (PEPSI818)

New OPE ID		New School Name (Historic)	Orig OPE ID		Orig School Name (Historic)
001007	00	N F NUNNELLEY STATE TECHL COLG	005695	00	N F NUNNELLEY STATE

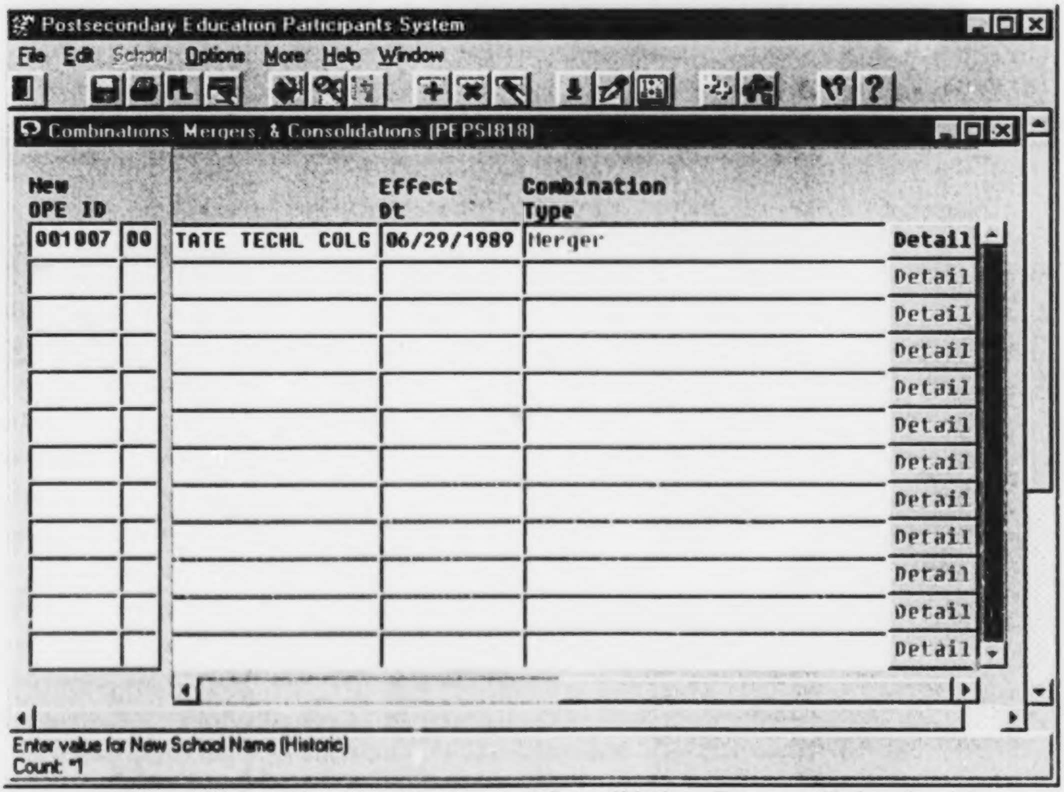
Enter value for New School Name (Historic)
Count: *1

Figure 24 Combinations, Mergers and Consolidations Form (PEPSI818)

By scrolling horizontally to the right displays the effective date of the combination, the combination type, and a button labeled *Detail*.

The *Detail* button activates the Basic View by School form (PEPSI815) for the current Original OPE ID (refer to previous figure). The Basic View by School form provides rate history data. This Basic View form is an inquiry form that is typically accessed directly from the menu and is presented later in this document in the section describing query type forms.

Providing the Detail button on the Combinations, Mergers, and Consolidations form enables the user to rapidly move back and forth, accessing any of the merged schools rate data without entering search criteria or accessing the menu.


Postsecondary Education Participants System
File Edit School Options More Help Window
Combinations, Mergers, & Consolidations (PEPSI818)
Detail

New OPE ID			Effect Dt	Combination Type
001007	00	TATE TECHL COLG	06/29/1989	Merger

Enter value for New School Name (Historic)
Count: *1

Figure 25 Combinations, Mergers and Consolidations Form scrolled to the right (PEPSI818)

How Combinations, Mergers, and Consolidations are Selected and Displayed

When the Merger icon is activated on the toolbar, the OPE ID is used to search to the top of the "hierarchy" of affiliation changes. Note that the OPE ID that is used, need not be at the top of the hierarchy, rather it is used only as a starting point to begin a search for the top node. When the top of the affiliation change is found, all "children" of the top node are selected. (The term "node" refers to an individual OPE ID that is part of a merger hierarchy.)

In the figure below, the user has selected to display mergers for school 4. School 4 happens to be the top of the chain of mergers. On the Combinations, Mergers and Consolidations form, school 1 will appear as the Original OPE ID for school 2; schools 2 and 3 will appear as Original OPE ID's for school 4. The OPE IDs displayed are sequenced by the effective date of the combination, merger, or consolidation in descending order.

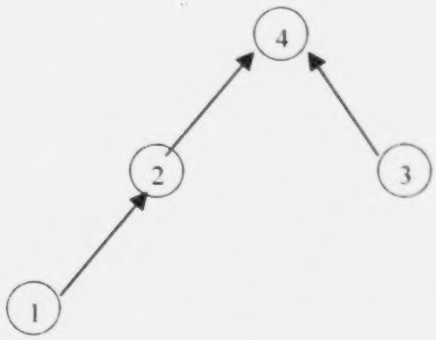


Figure 26 How Combinations, Mergers, and Consolidations are Selected and Displayed (PEPSI818)

When a School Merges into Multiple Schools

There are situations when a school is merged into two different schools that may each have their own "top" of a chain. In the figure below, the user has selected school 3. School 3 happens to be in the middle level of a chain of mergers. School 6 happens to be at the top of one chain of mergers. Therefore, schools 6, 5, 3, 2, and 1 will be displayed.

Then, starting at the selected school (school 3), all nodes are gathered in the upward direction in the hierarchy. This causes schools 4 and 9 to be displayed as well. The mergers represented by schools 7 and 8 (shaded) are not displayed. Therefore, because of the search engine's algorithm, the complete history of combinations, mergers and consolidations for schools 7 and 8 can only be displayed when schools 7, 8, or 9 are selected.

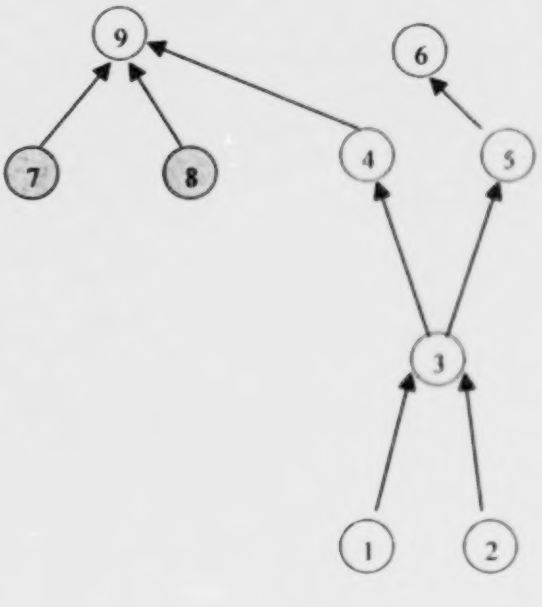
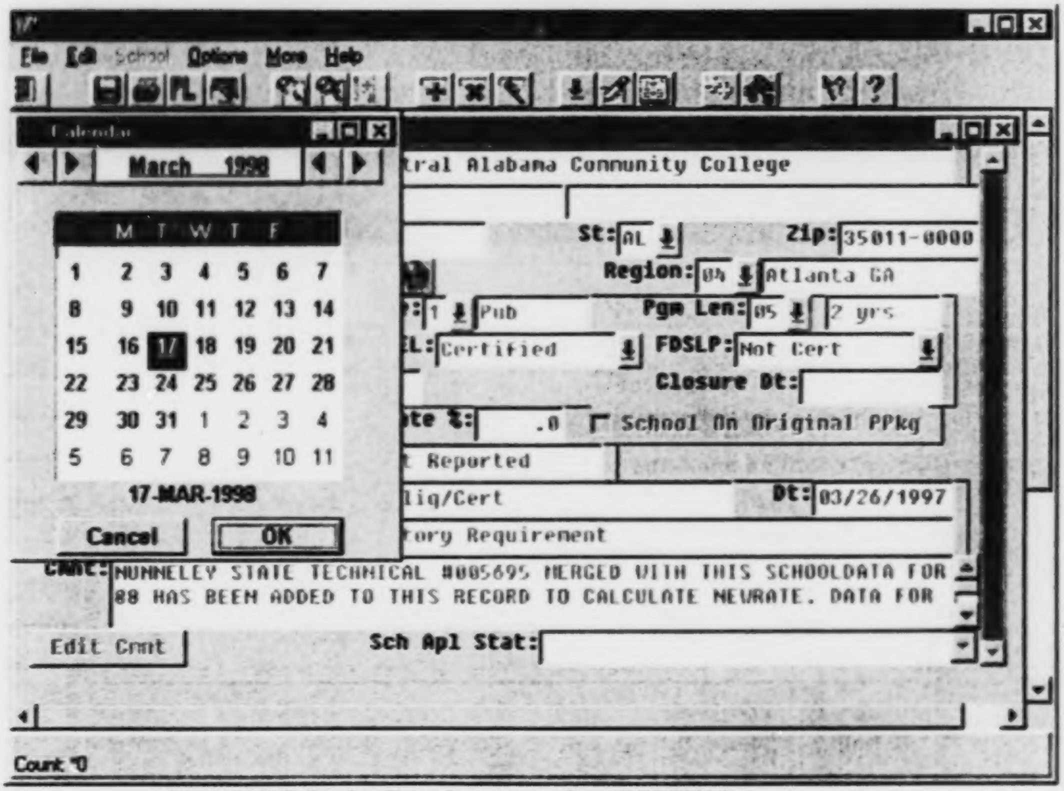


Figure 27 When a School Merges into Multiple Schools (PEPSI818)

2.5 Calendar Toolbar Function (PEPSI838)

Another common feature of the forms is the toolbar icon *Calendar* (found immediately to the right of the pencil writing on the form (i.e., Edit function). This icon can be pressed whenever the cursor is placed in a *date* type field. This function activates a *perpetual year 2000 compliant calendar* which can be used to select a valid date for both queries and data entry. The calendar is automatically positioned for the month of the date in the field, or for the current date when the date field is blank. The calendar function disables all toolbar functions, requiring the function to be completed or canceled before initiating any other functions or screens.

Once the user selects the desired date and double clicks or presses the OK button, the calendar pop-up window disappears, the toolbar and screen is reactivated, and the date selected is placed in the original date field.



1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

17-MAR-1998

tral Alabama Community College

St: AL

Zip: 35011-0000

Region: 04 Atlanta GA

P: 1 Pub

Pgm Len: 05 2 yrs

L: Certified

FDSLP: Not Cert

Closure Dt:

te %: .0

☐ School On Original PPkg

t Reported

liq/Cert

Dt: 03/26/1997

tory Requirement

Cmnt: NUNNELEY STATE TECHNICAL #005695 MERGED WITH THIS SCHOOLDATA FOR 88 HAS BEEN ADDED TO THIS RECORD TO CALCULATE NEWRATE. DATA FOR

Sch Apl Stat:

Figure 28 Calendar Function access from PEPSI819

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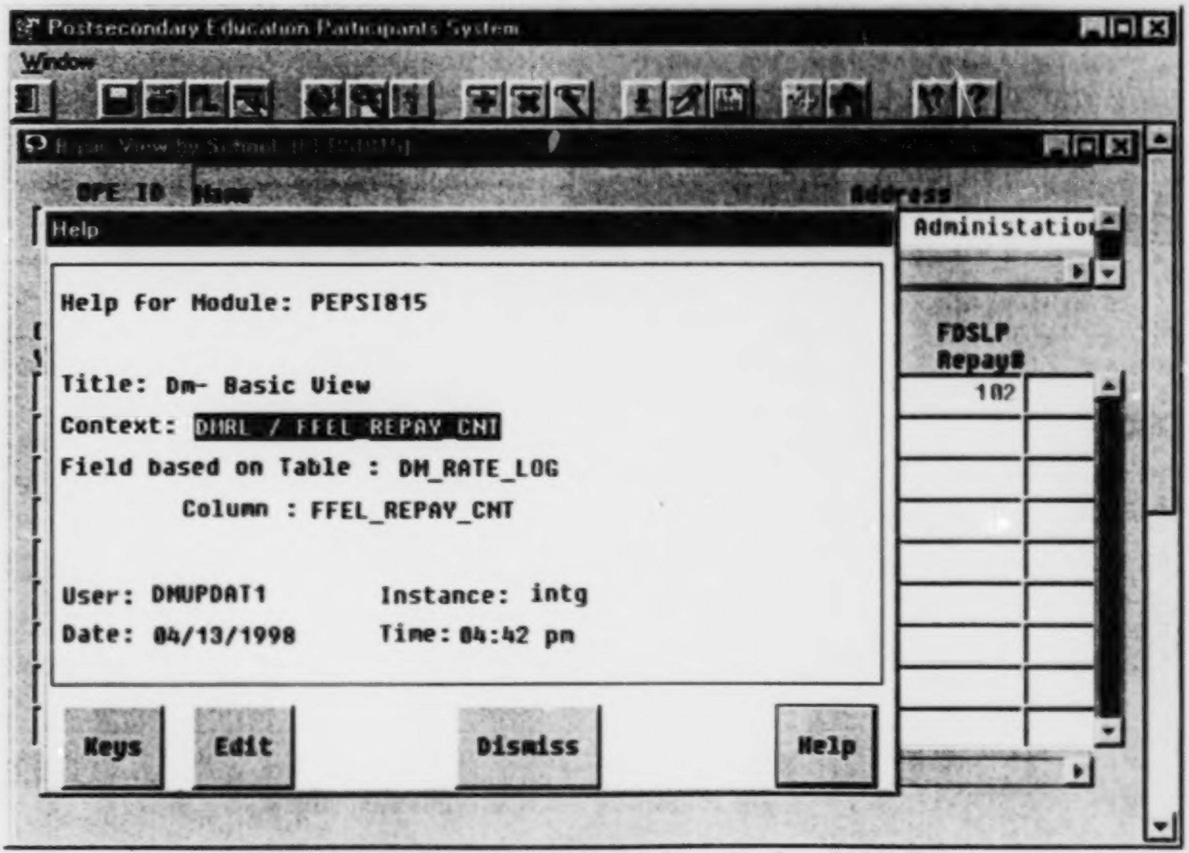
2.6 Help Toolbar Function (PEPSI899)

Another common feature of the forms is the toolbar button *Help* (identified by the question mark symbol found at the far right of the toolbar). This button is context sensitive – it provides information about the current data item. The toolbar help icon activates a series of help screens. The Default Management module is the first PEPS module to provide help. This was both possible and practical because the software was designed and generated using *Designer/2000*.

The user may display the first help screen by placing the cursor in the desired data item and pressing the help icon. General information is presented, such as the identity of the program module, the title of the screen, the name of the block and data item in the screen program module, the table name, the field name, the identity of the user, instance, date, and time.

A button labeled *help* in the bottom right portion of the screen provides access to a series of additional help screens. The figure is an example of the general help screen.



Help for Module: PEPSI815

Title: Dm- Basic View

Context: DMRL / FFEL_REPAY_CNT

Field based on Table : DM_RATE_LOG

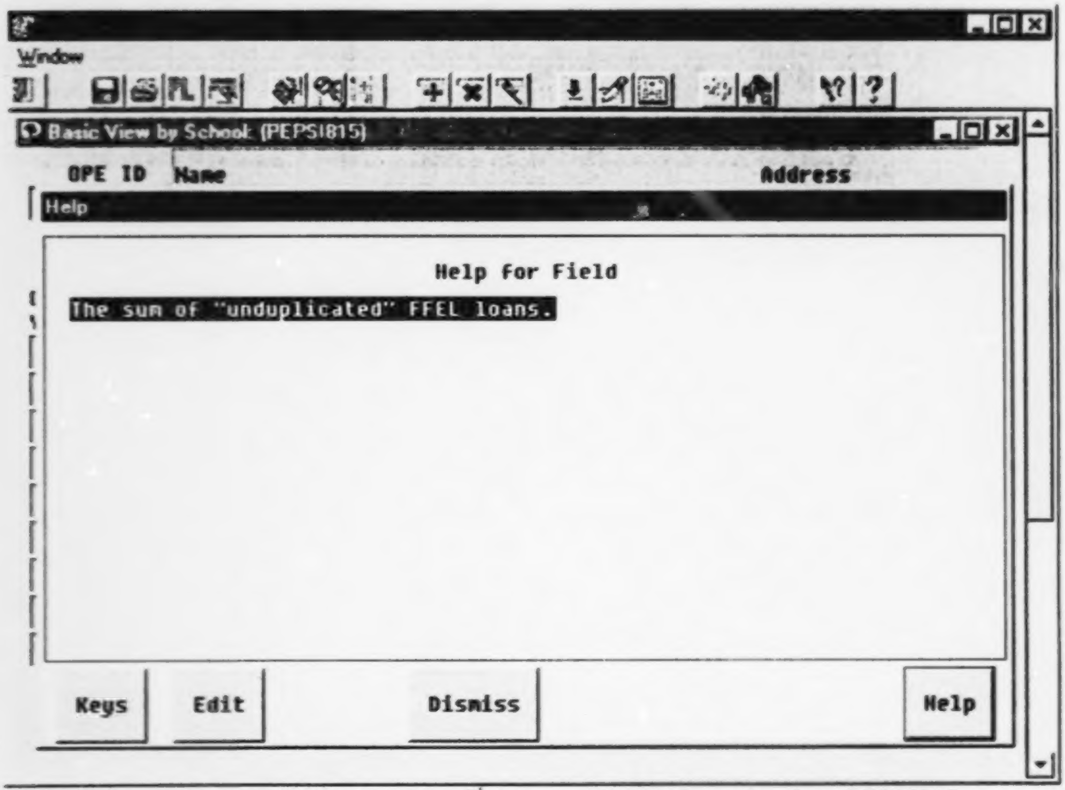
Column : FFEL_REPAY_CNT

User: DMUPDAT1 Instance: intg

Date: 04/13/1998 Time: 04:42 pm

Figure 29 Help Function – General Information from PEPSI815

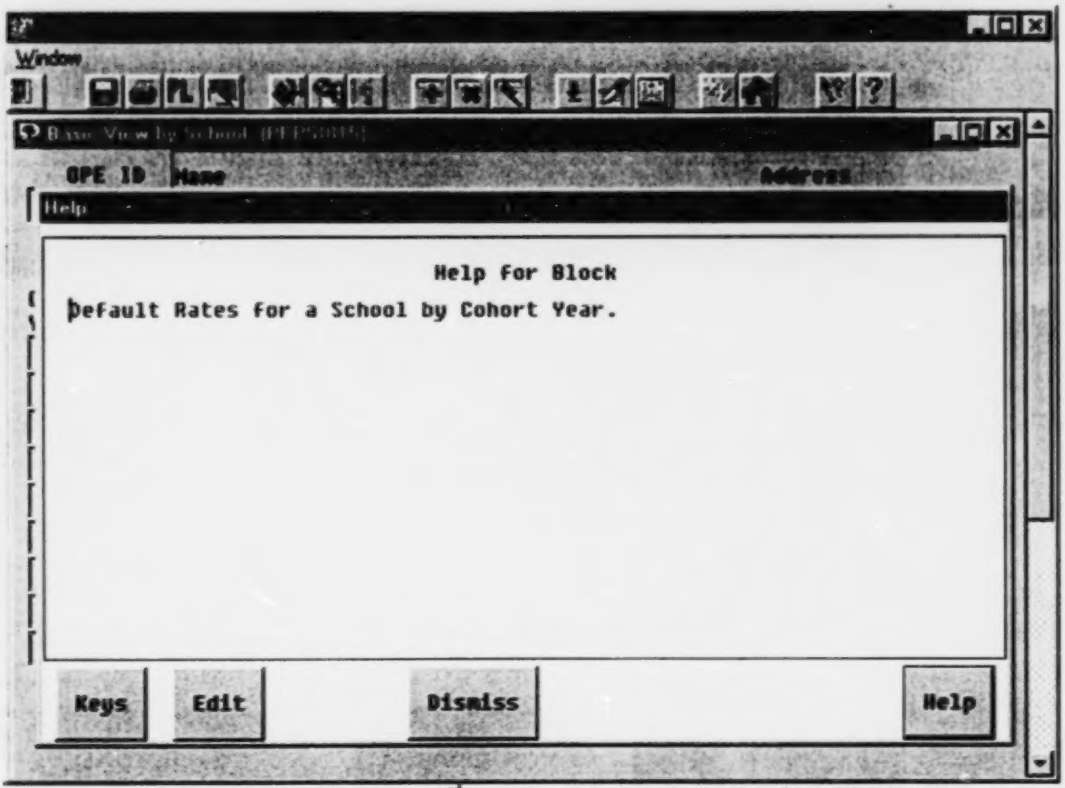
The user may display additional help screens (when available) by pressing the help button in the bottom right corner of a help screen. The example screen below provides the definition of the current field. As noted in the general help screen, the users current field is FFEL_REPAY_CNT.


Window
Basic View by School (PEPSI815)
OPE ID
Name
Address
Help
Help for Field
Keys
Edit
Dismiss
Help

The sum of "unduplicated" FFEL loans.

Figure 30 Help Function 2nd Screen – Field Information from PEPSI815

The example screen below provides the definition of the block (A block refers to an area on the screen containing related data elements). The screen in the example: *Basic View by School: (PEPSI815)* has two blocks – the School Header Block and Default Rates Block. As noted in the general help screen, the users current block was the *DMRL*, which, is the abbreviation for Default Management Rate Log.

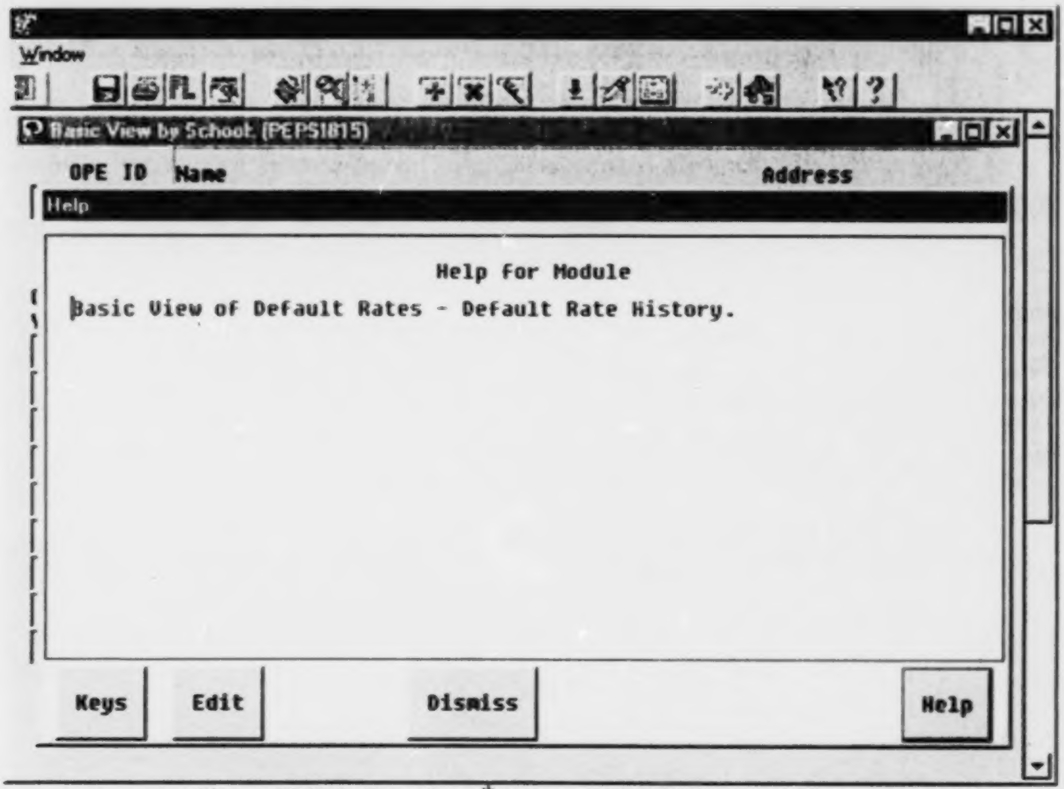

Window
Basic View by School (PEPSI815)
OPE ID
Name
Address
Help
Keys
Edit
Dismiss
Help

Help for Block

Default Rates for a School by Cohort Year.

Figure 31 Help Function 3rd Screen – Block Information from PEPSI815

The example screen below provides the definition of the software program module.


Window
Basic View by School (PEPSI815)
OPE ID
Name
Address
Help
Keys
Edit
Dismiss
Help

Help For Module

Basic View of Default Rates - Default Rate History.

Figure 32 Help Function 4th Screen – Module Information from PEPSI815

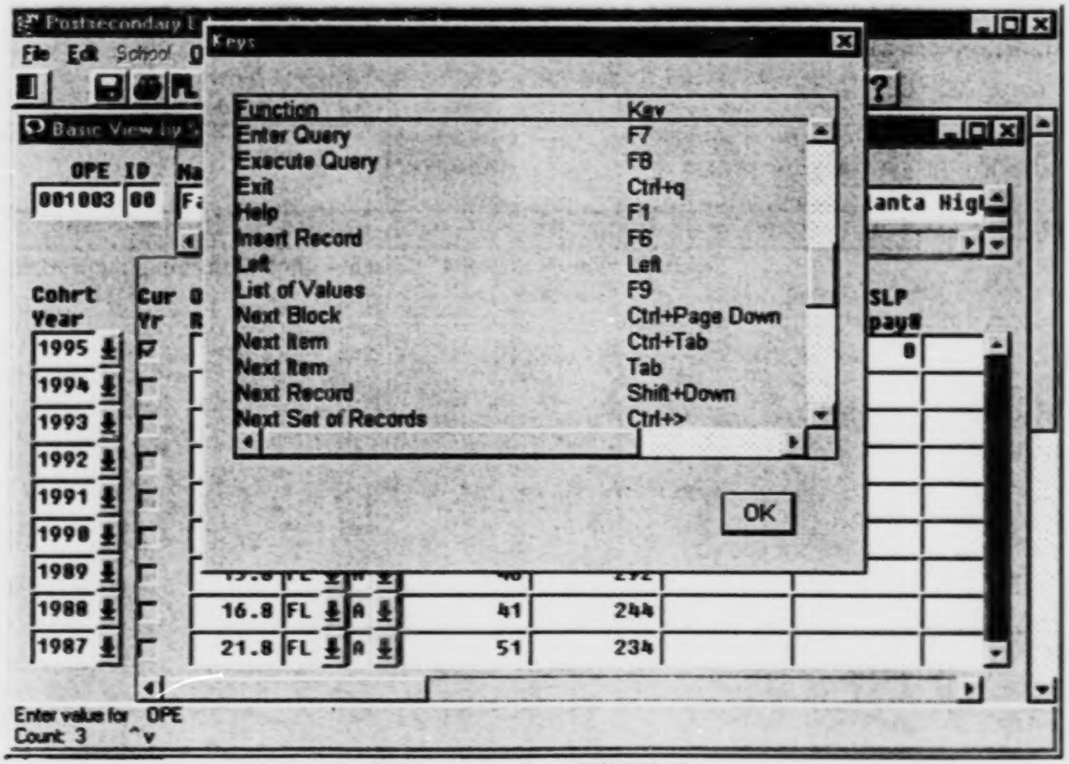
32

2.7 Keys Help Toolbar Function

Another common feature of the forms is the toolbar button *Key Help* (identified by the Upward Arrow/Question Mark symbol found at the right of the toolbar). This button is context sensitive – it provides a translation of currently available screen functions to their keyboard equivalent. The toolbar key help icon activates a pop-up window function to key translation list. A vertical scroll bar facilitates perusing the list. Press the OK button to exit the pop-up window.

Warning!!! The keyboard translation is PC dependent, your list may vary from what is shown in the figure.

The keyboard translation list relies on the proper PEPS Keyboard file being installed on the PC. *Your PC may produce a different translation, therefore, use this function on your own PC to determine the correct keys.* The figure below is an example of the key help pop-up window.



Function	Key
Enter Query	F7
Execute Query	F8
Exit	Ctrl+q
Help	F1
Insert Record	F6
Left	Left
List of Values	F9
Next Block	Ctrl+Page Down
Next Item	Ctrl+Tab
Next Item	Tab
Next Record	Shift+Down
Next Set of Records	Ctrl+>

Enter value for OPE
Count: 3 ^v

Figure 33 Keys Help Function – from PEPSI815

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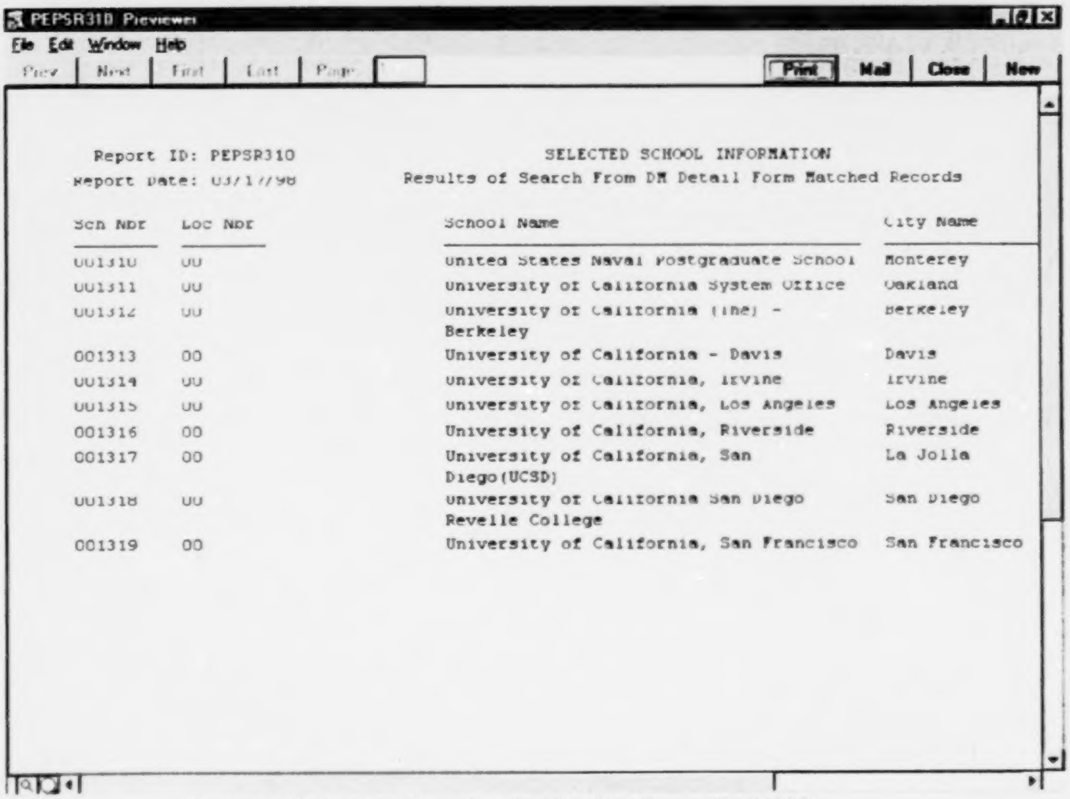
2.8 Print List Toolbar Function (PEPSR310)

Another feature of the forms is the toolbar icon *Print List* (identified by the "PL" symbol on the left side of the toolbar). This button is context sensitive – it provides information about the schools retrieved on the current form. This feature is implemented for the *Detail Form – PEPSI819* only.

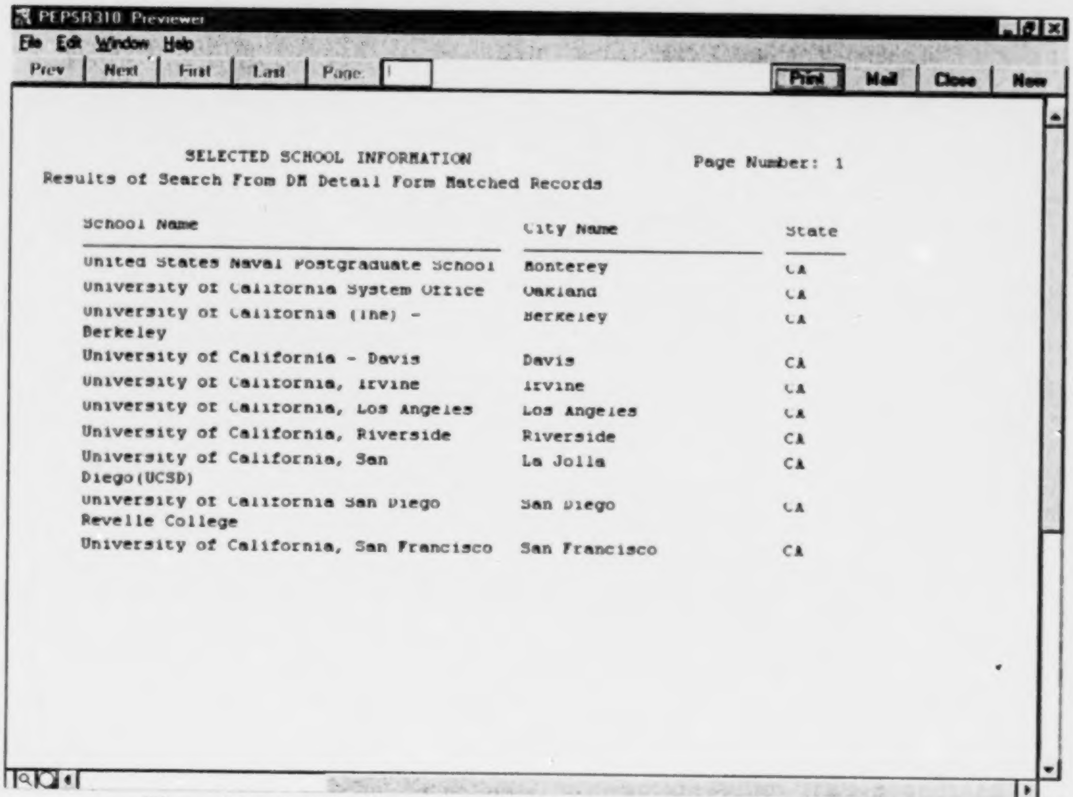
The example below is the screen presented as the result of the print list feature. In this example, a query had been performed prior to the print list which retrieved schools with OPE Ids starting with '00131%'. This query returned ten schools.



```
Report ID: PEPSR310                    SELECTED SCHOOL INFORMATION
Report Date: 03/17/98        Results of Search From DM Detail Form Matched Records

Sch Nbr   Loc Nbr             School Name                                  City Name
_______   _______             _________________________________________    _____________
001310    00                  United States Naval Postgraduate School      Monterey
001311    00                  University of California System Office       Oakland
001312    00                  University of California (The) -             Berkeley
                              Berkeley
001313    00                  University of California - Davis             Davis
001314    00                  University of California, Irvine             Irvine
001315    00                  University of California, Los Angeles        Los Angeles
001316    00                  University of California, Riverside          Riverside
001317    00                  University of California, San                La Jolla
                              Diego(UCSD)
001318    00                  University of California San Diego           San Diego
                              Revelle College
001319    00                  University of California, San Francisco      San Francisco
```

Figure 34 Print List Function (PEPSR310 from PEPSI819)


PEPSR310 Previewer
File
Edit
Window
Help
Prev
Next
First
Last
Page
Print
Mail
Close
New

SELECTED SCHOOL INFORMATION

Page Number: 1

Results of Search From DM Detail Form Matched Records

School Name	City Name	State
United States Naval Postgraduate School	Monterey	CA
University of California System Office	Oakland	CA
University of California (Inc) - Berkeley	Berkeley	CA
University of California - Davis	Davis	CA
University of California, Irvine	Irvine	CA
University of California, Los Angeles	Los Angeles	CA
University of California, Riverside	Riverside	CA
University of California, San Diego(UCSD)	La Jolla	CA
University of California San Diego Revelle College	San Diego	CA
University of California, San Francisco	San Francisco	CA

Figure 35 Print List Function scrolled to the right (PEPSR310 from PEPSI819)

2.9 Query Capabilities

It should be noted that query capabilities are present in every form in the Default Management system, including forms that perform updates. This means that any querying power or features, which are discussed throughout this manual, are present in all DM forms. Virtually all columns on a screen can be used to specify query criteria.

How to Query

The user can specify a query by first activating query mode via the toolbar *Query* icon (the open book symbol). If the toolbar is showing the *Find* icon (the magnifying glass symbol), then the screen is ready for the user to enter selection criteria in any of the columns. Pressing the toolbar *Find* icon (the magnifying glass symbol) will execute the query.

Use of Quotes in Example Queries

Many example queries are provided throughout the user manual. The exact text that the user should type is surrounded by quotes. For example, on page 43, the instruction to type text such as ":RT >=20.0 and :RT<=20.9" is telling the reader that the text encapsulated in the quotes (i.e., exclusive of the quotes) should be input, exactly as specified. The use of quotes to designate actual user input is a PEPS standard.

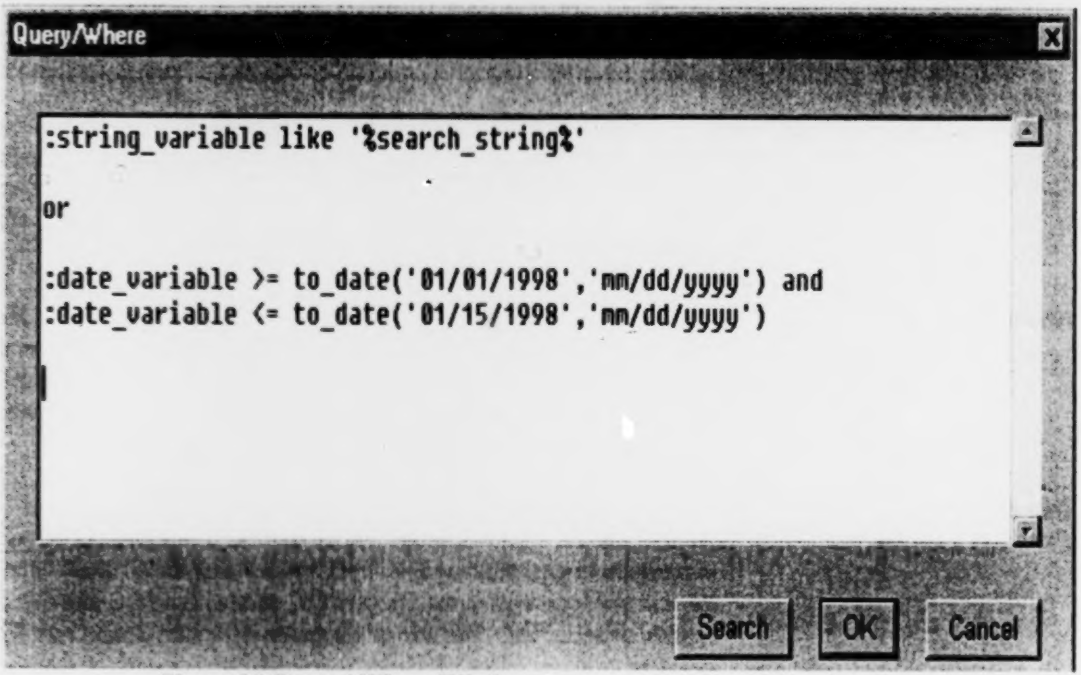
Querying with Where Variables

If it is necessary to search on a data column based on a range or pattern of values, the user may create *variables*, which allow such searches. If, for example, the user wishes to locate data based on a pattern to be found in a text field (such as School Name), then the *LIKE* operator can be used with a *Query/Where* Variable to find data that includes the search string contained in the field. The character '%' is used as a *wild-card* meaning that any group of characters can come either before or after it, depending on its position in the search string.

If the user wishes to find data based on a range of dates found in a common date field, then the >= and/or <= operators allow the user to search for date data based on a specified range. Other operators are also allowed.

The window in the figure below demonstrates the syntax for such variables to be used by the *Query/Where* window. The user may use more than one variable at a time entered into the *Query/Where* window; those variables should be connected with 'and' or 'or'.

Note that the variable names (:string_variable and :date_variable in the example in the figure) must be prefixed with a ':' and must be entered in the appropriate column on the query screen. The *Query/Where* window appears when the "Execute Query" button is pressed.



```
:string_variable like '%search_string%'

or

:date_variable >= to_date('01/01/1998','mm/dd/yyyy') and
:date_variable <= to_date('01/15/1998','mm/dd/yyyy')
```

Figure 36 Query / Where Window

How to Query using Where Variables

Enter the *Where* variable in the desired screen column(s). Remember to prefix this variable with a colon ':'. As a general rule, use a meaningful name to identify the *where* variable, particularly when defining multiple variables. The user will be prompted for entering the variable and the corresponding selection criteria after pressing the *Find* or *Count* icon. The *Query / Where* window should be completed using the exact name of the variable, valid relational operator(s), and syntactically valid values. Check the Query / Where window before pressing the *OK* button. The Query / Where window will disappear and the results of the search will be displayed on the screen in the standard fashion.

Special Notes on using Query / Where

It should be noted that the Query / Where window is a powerful feature when used by a properly trained user, skilled in at least rudimentary SQL. This feature is not recommended, and could be very frustrating for users not properly trained in SQL.

3

Basic View Screens

This section describes the PEPS Default Management - Basic View screens. The screens are used to query official default rates. The basic view screens are intended for the PEPS case management teams as well as the default management staff, and are available through the PEPS system. An option was added to the PEPS main menu titled 'More', which provides access to the Default Management and Reviewer Area subsystems. You **do not** need to use the PEPS *Open School* screen before accessing the Default Management screens.

The following windows display the PEPS Default Management / Basic View menu.

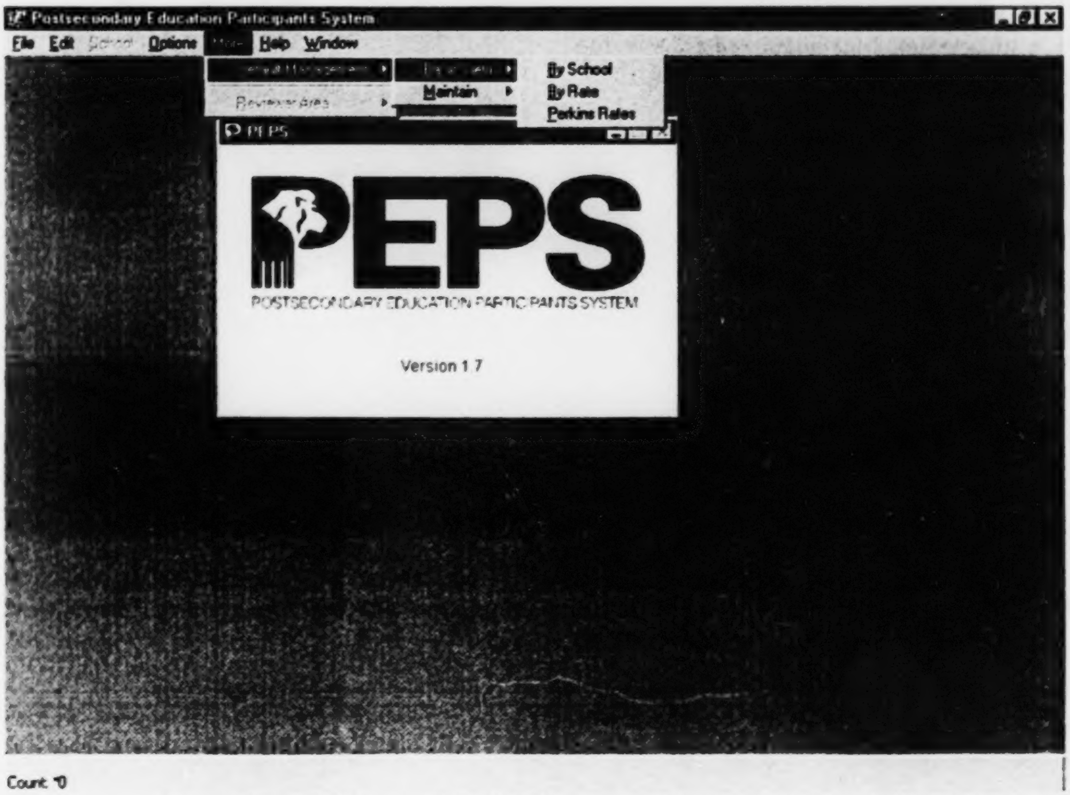

Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Maintain
By School
By Rate
Perkins Rates
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Count: 0

Figure 37 PEPS Menu: *Default Management Menu / Basic View (PEPSMAIN)*

3.1 Query Basic View by School (PEPSI815)

The purpose of this screen is to provide default management staff as well as the PEPS case teams with a "Basic View By School" of official default rate data. This option will be available to all PEPS users. It provides a powerful query capability against a large, but limited view of the data maintained by DMD. The form itself allows data to be displayed for only one school at a time.

1. Search for the Official Default Rates for a school.

Accessing the Basic View By School Screen

- Select *More / Default Management / Basic View / By School* from the PEPS menu. The figure below displays the PEPS menu path.

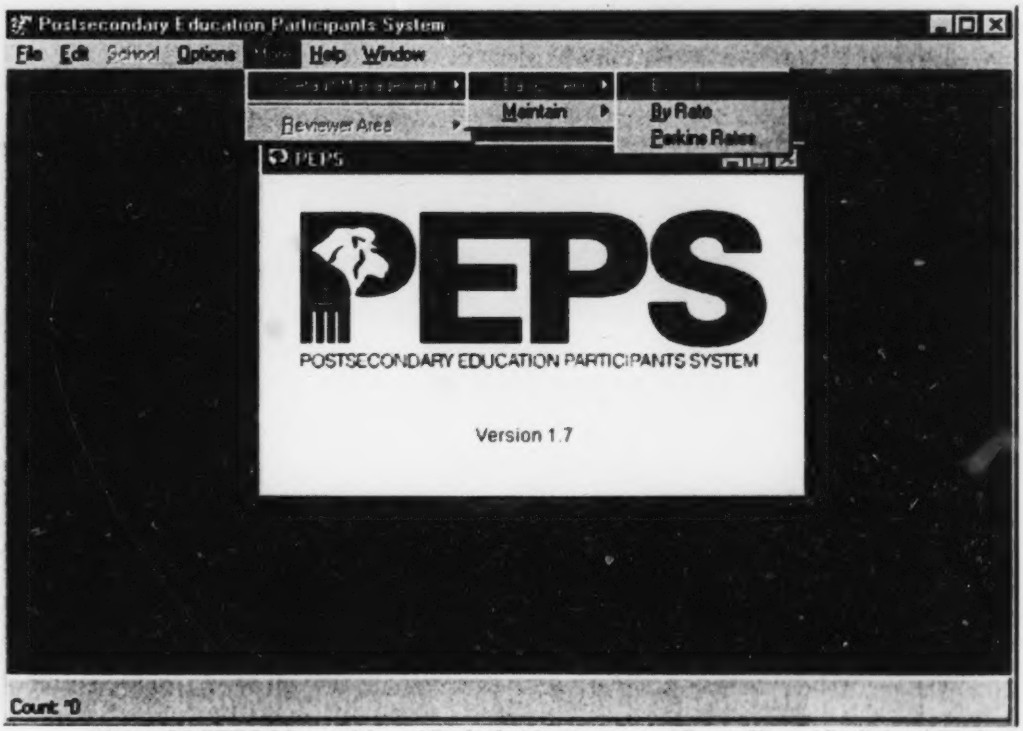
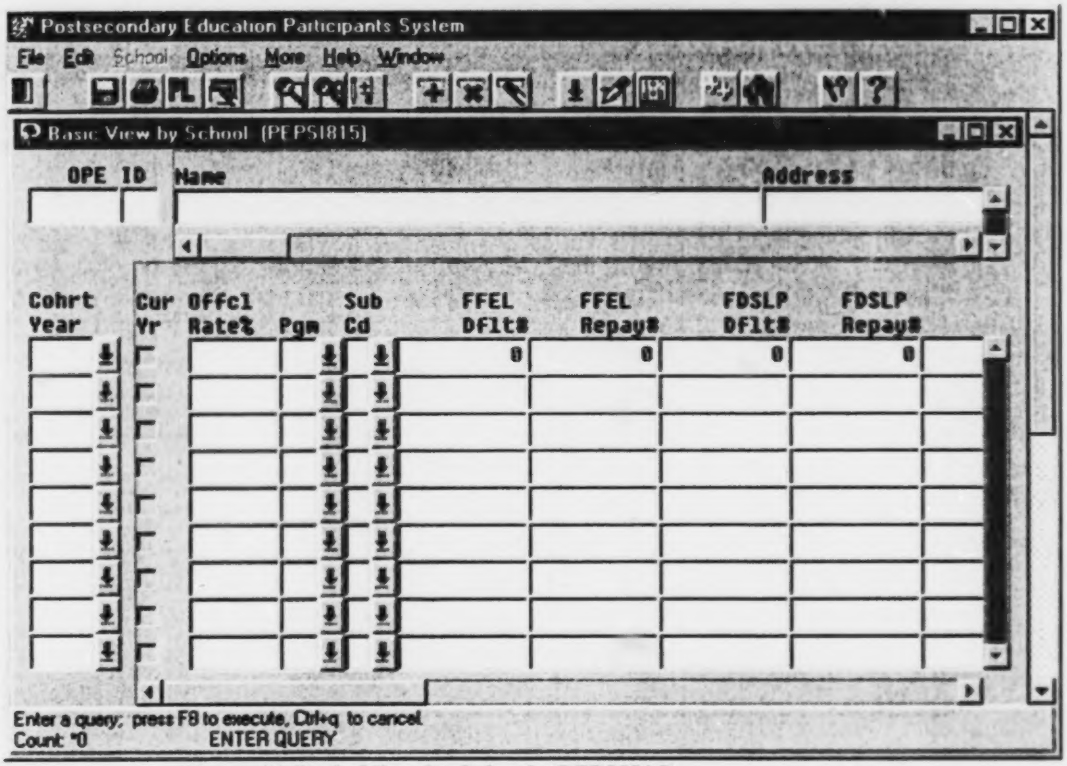

Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Reviewer Area
Maintain
By Rate
Perkins Rates
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Count: 0

Figure 38 PEPS Menu: *More / Default Management / Basic View / By School Path (PEPSMAIN)*

- The *Basic View by School* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Basic View by School (PEPSI815)
OPE ID
Name
Address
Cohrt Year
Cur Yr
Offcl Rate%
Pgm
Sub Cd
FFEL Dflt$
FFEL Repay$
FDSLP Dflt$
FDSLP Repay$
0
0
0
0

Enter a query; press F8 to execute, Ctrl+q to cancel

Count: *0 ENTER QUERY

Figure 39 Basic View by School: (PEPSI815)

Layout and Organization of Information on this Screen

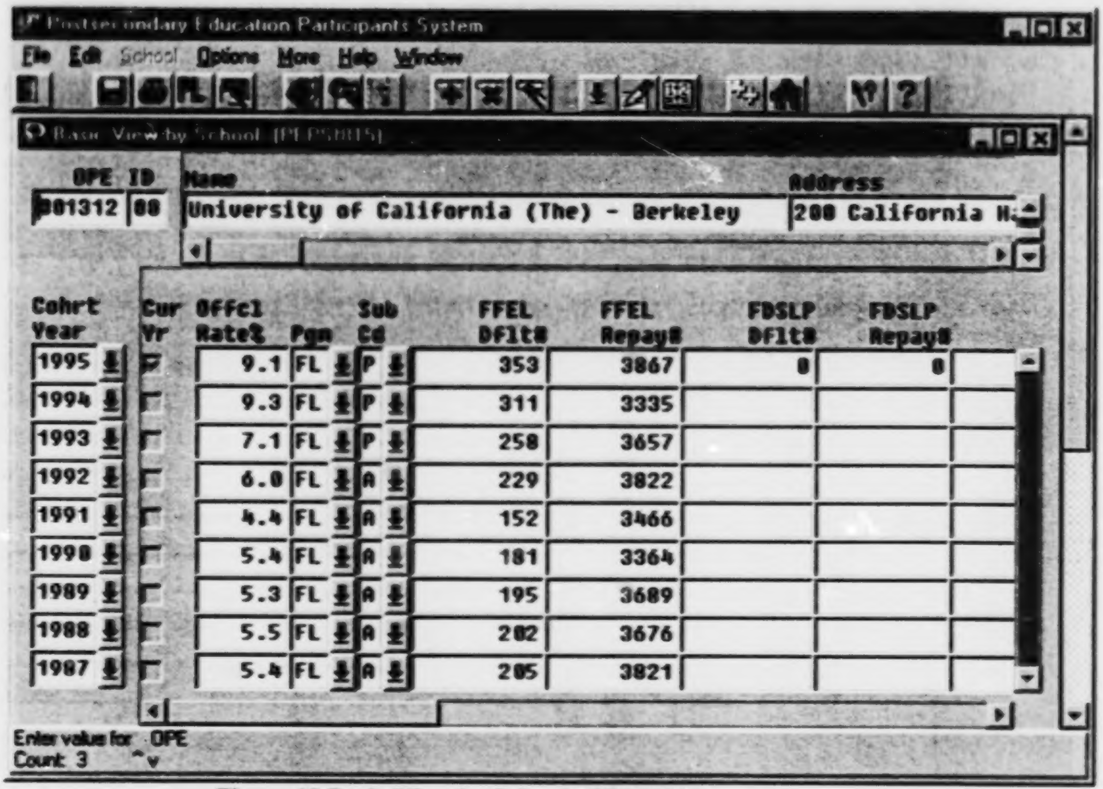
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Cohort Year Default Rates area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or rates.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the rates displayed in the Default rates block belong to the one school displayed in the "School" block. Refer to the Figure below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Basic View by School (PEPSI815)

OPE: 001312 ID: 00

Name: University of California (The) - Berkeley

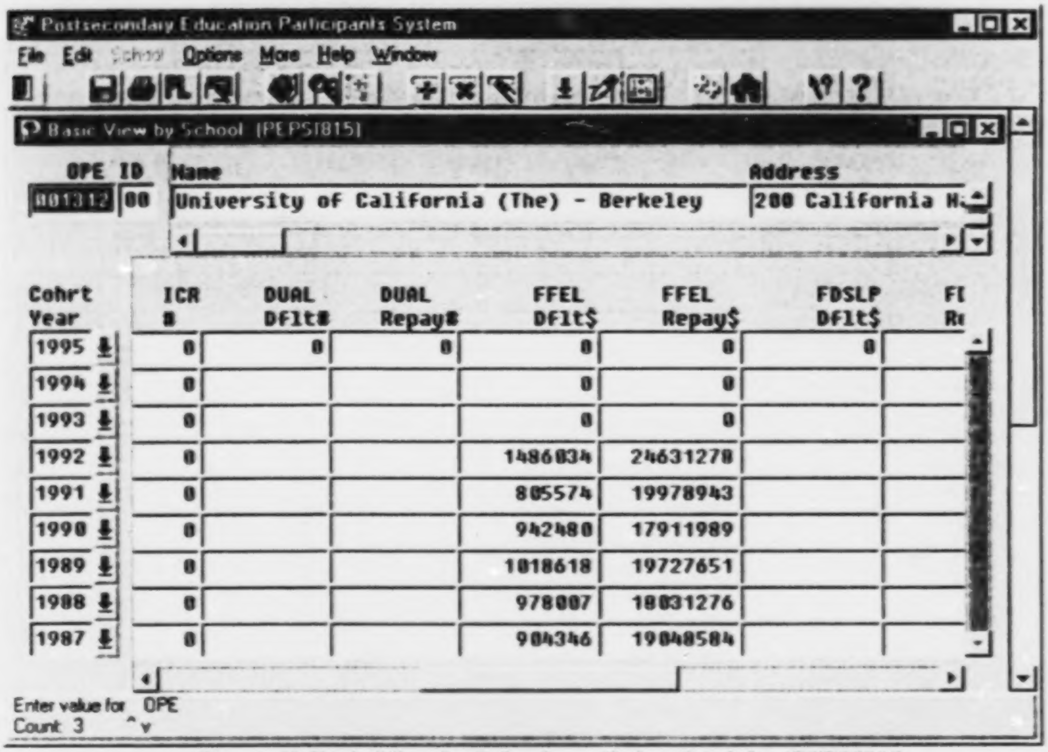
Address: 200 California H

Cohrt Year	Cur Yr	Offcl Rate%	Pgm	Sub Cd	FFEL Dflt#	FFEL Repay#	FDSLP Dflt#	FDSLP Repay#
1995	☑	9.1	FL	P	353	3867	0	0
1994	☐	9.3	FL	P	311	3335		
1993	☐	7.1	FL	P	258	3657		
1992	☐	6.0	FL	A	229	3822		
1991	☐	4.4	FL	A	152	3466		
1990	☐	5.4	FL	A	181	3364		
1989	☐	5.3	FL	A	195	3689		
1988	☐	5.5	FL	A	202	3676		
1987	☐	5.4	FL	A	205	3821		

Enter value for OPE
Count: 3

Figure 40 Basic View by School: (PEPSI815)

- Scroll to the right to view all of the columns on the form. Refer to the figures below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Basic View by School (PEPSI815)

OPE ID: 001312 00
Name: University of California (The) - Berkeley
Address: 200 California H

Cohrt Year	ICR #	DUAL Dflt#	DUAL Repay#	FFEL Dflt$	FFEL Repay$	FDSLP Dflt$	FI R
1995	0	0	0	0	0	0	
1994	0			0	0		
1993	0			0	0		
1992	0			1486034	24631270		
1991	0			805574	19978943		
1990	0			942480	17911989		
1989	0			1018618	19727651		
1988	0			978007	18031276		
1987	0			904346	19040584		

Enter value for OPE
Count: 3

Figure 41 Basic View by School scrolled to the right: (PEPSI815)

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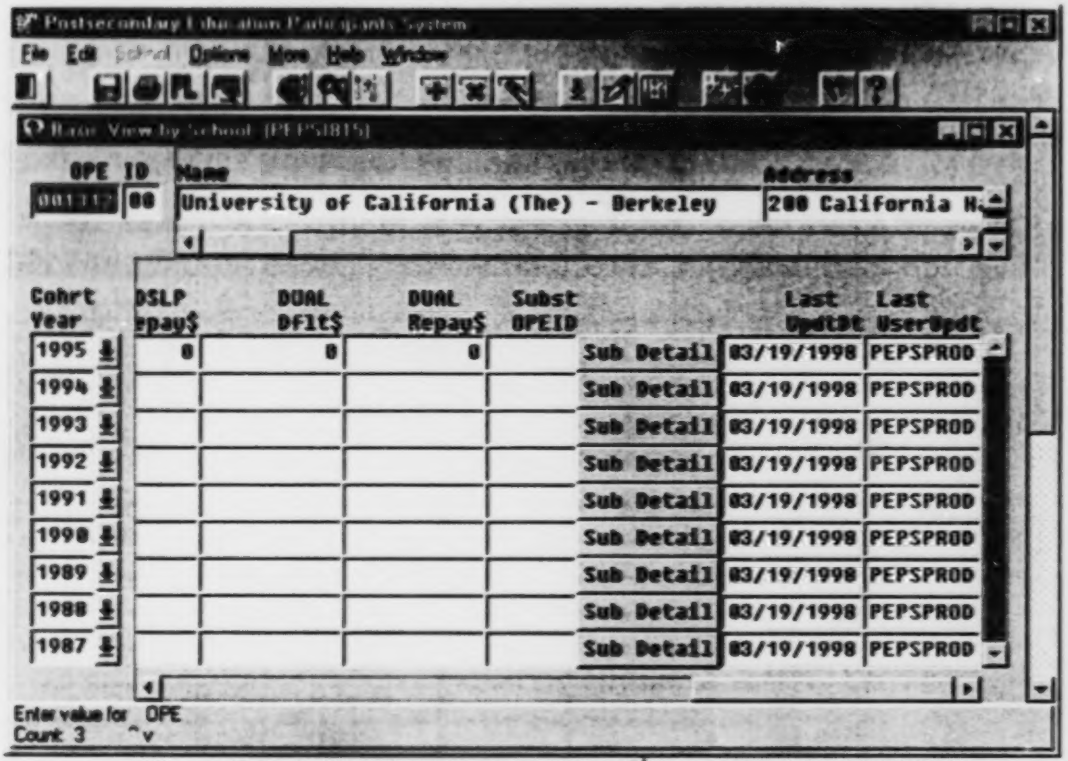

Postsecondary Education Participants System
File Edit School Options More Help Window
Rate View by School (PEPSI815)

OPE ID: 001312 | 00

Name: University of California (The) - Berkeley

Address: 200 California H

Cohrt Year	DSLP Repay$	DUAL Dflt$	DUAL Repay$	Subst OPEID		Last UpdtDt	Last UserUpdt
1995	0	0	0		Sub Detail	03/19/1998	PEPSPROD
1994					Sub Detail	03/19/1998	PEPSPROD
1993					Sub Detail	03/19/1998	PEPSPROD
1992					Sub Detail	03/19/1998	PEPSPROD
1991					Sub Detail	03/19/1998	PEPSPROD
1990					Sub Detail	03/19/1998	PEPSPROD
1989					Sub Detail	03/19/1998	PEPSPROD
1988					Sub Detail	03/19/1998	PEPSPROD
1987					Sub Detail	03/19/1998	PEPSPROD

Enter value for OPE
Count: 3 ^v

Figure 42 Basic View by School scrolled a 2nd time to the right: (PEPSI815)

Displaying Substitution Rates

- When a school has substitution rates, an OPE ID will be displayed in the *Subst OPEID* column. Pressing the *Sub Detail* button shows the default data for the substitution rate school.
- Navigate till the cursor appears in the Default Rates block.
- Notice that the vertical scroll bar to the right of the Rates block can be used to scan through all the Default rate records that have been recorded for the school displayed in the "School" block.

Querying within the Default Rate Block

- Put the form into query mode by clicking the Query button (the Open Book).
- Enter selection criteria in the Default rates block and execute the query by pressing the Find button (the magnifying glass).
- Use the vertical scroll bar to the right of the Default Rates block to scan through the set of Rates found by the query. The rates found will apply only to the school shown.
- Repeat this process to find new sets of Rate records.

Specialized Queries

Specifying a Range Search

2. Using more complex features.

- To attempt a more complex query, enter ':Rate' in a field, such as "Rate%", when in query mode. Click the Find button and the *Query/Where* window appears. Type text such as ":Rate >= 10.0 and :Rate <=20.0".
- Click [OK] to execute the query. In the example, default rates would be retrieved (for the one school) which are in the range from 10% to 20%.

Using Dates when Specifying a Range Search

- To attempt a complex query using a date field, enter ':LUD' in a date field, such as "Last Updt Dt", when in query mode. Click the Find button and the *Query/Where* window appears. Type text such as ":LUD>=to_date('12/1/1997', 'mm/dd/yyyy') and :LUD<=to_date('12/31/1997', 'mm/dd/yyyy')".
- Click [OK] to execute the query. In this example, default rates would be retrieved (for the one school) which were updated in the period from 12/1/97 to 12/31/97.
- Use the Exit button (the red door) to close the window.

Finding a set of Schools

3. Opening a set of schools.

- Go into "Enter Query" mode by clicking on the "Query" button. Scroll to the right on the upper, "School" block and enter selection criteria in fields other than the OPE ID (e.g. Name or State).

Using the Wildcard to Search

- To attempt a more complex query on a field such as Name, enter ':NM' in the Name field when in query mode. Click the Find button and the *Query/Where* window appears. Typing text such as ":NM like '%Tech%' would locate all schools with the string, "Tech" in the school name.
- Bear in mind that each column in which selection criteria is entered will affect the outcome of the query, i.e., each school must be true for selection criteria A and B and C and....
- Notice that when the Vertical Scroll bar to the right of the "School" block is clicked the form displays the data (in both blocks) for the next school found in the query set returned (e.g. Each school with a name like "%Tech%" or each school in the state of Alabama).

4. Repeat this process to find new sets of schools.

3.2 Query Basic View by Rates (PEPSI816)

The purpose of this screen is to provide default management staff as well as the PEPS case teams with a "Basic View by Rate" of official default rate data. This option will be available to all PEPS users. It provides a powerful query capability against a large, but limited view of the data maintained by DMD.

The form itself allows data to be displayed for multiple schools at a time if those schools share common data features.

1. Search for the Official Default Rates for schools.

Accessing the Basic View By Rate Screen

- Select *More / Default Management / Basic View / By Rate* from the PEPS menu. The figure below displays the PEPS menu path.

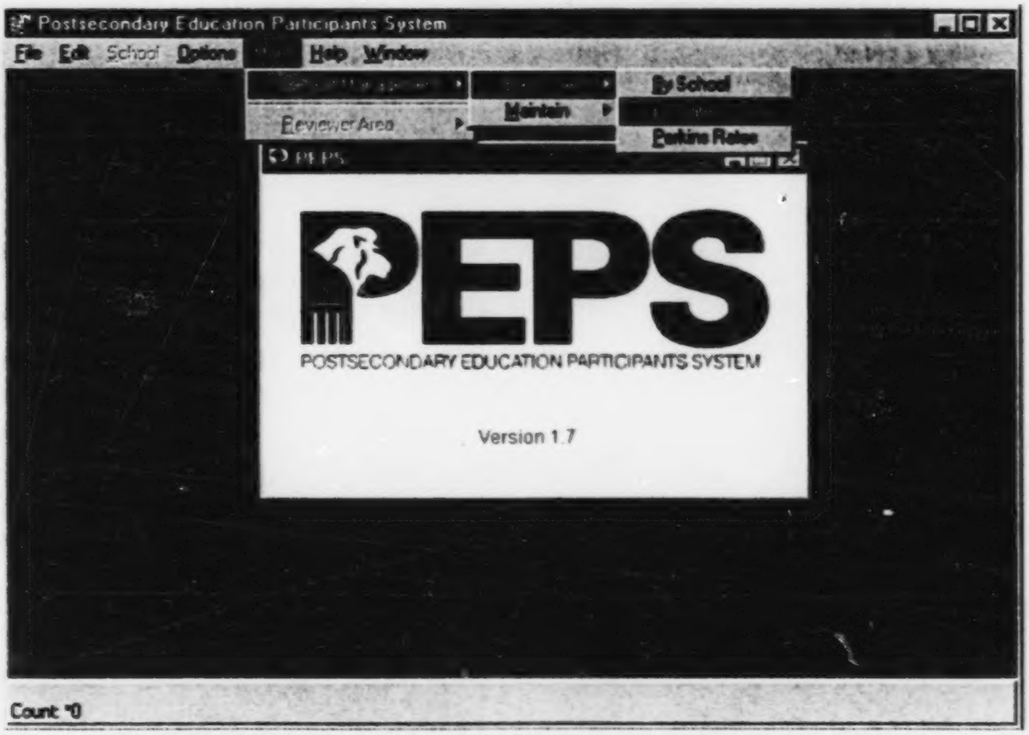
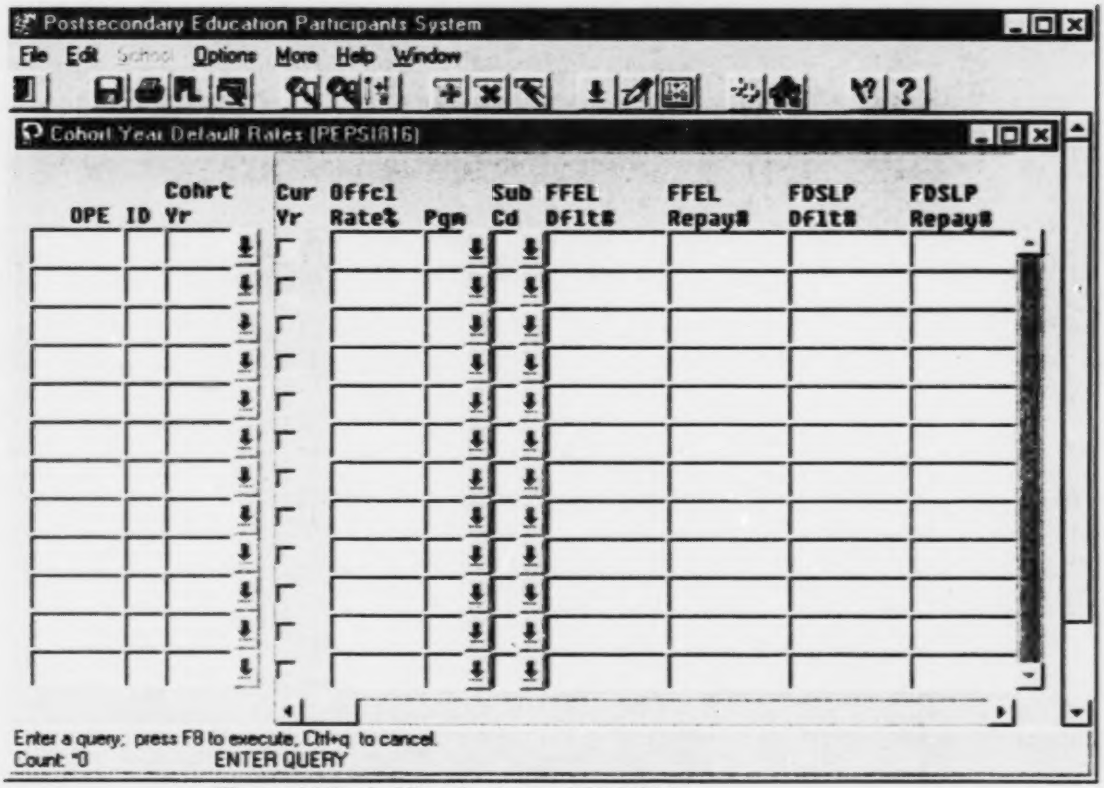

Postsecondary Education Participants System
File Edit School Options Help Window
Reviewer Area
Maintain
By School
Perkins Rates
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Count: *0

Figure 43 PEPS Menu: *More / Default Management / Basic View / By Rate (PEPSMAIN)*

- The *Basic View by Rate* window appears as displayed below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI816)
OPE ID
Cohrt Yr
Cur Yr
Offcl Rate%
Pgm
Sub Cd
FFEL Dflt#
FFEL Repay#
FDSLP Dflt#
FDSLP Repay#

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 44 Basic View by Rate: (PEPSI816)

Layout and Organization of Information on this Screen

- Notice that only one block of data appears on this form. A block is a section of data that is logically, and usually physically, related.
- Notice that the single block data area contains both School and Rate data; this means that school information will be repeated, i.e., the name of the a school will be repeated for each row of default rate data displayed.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools / rates.

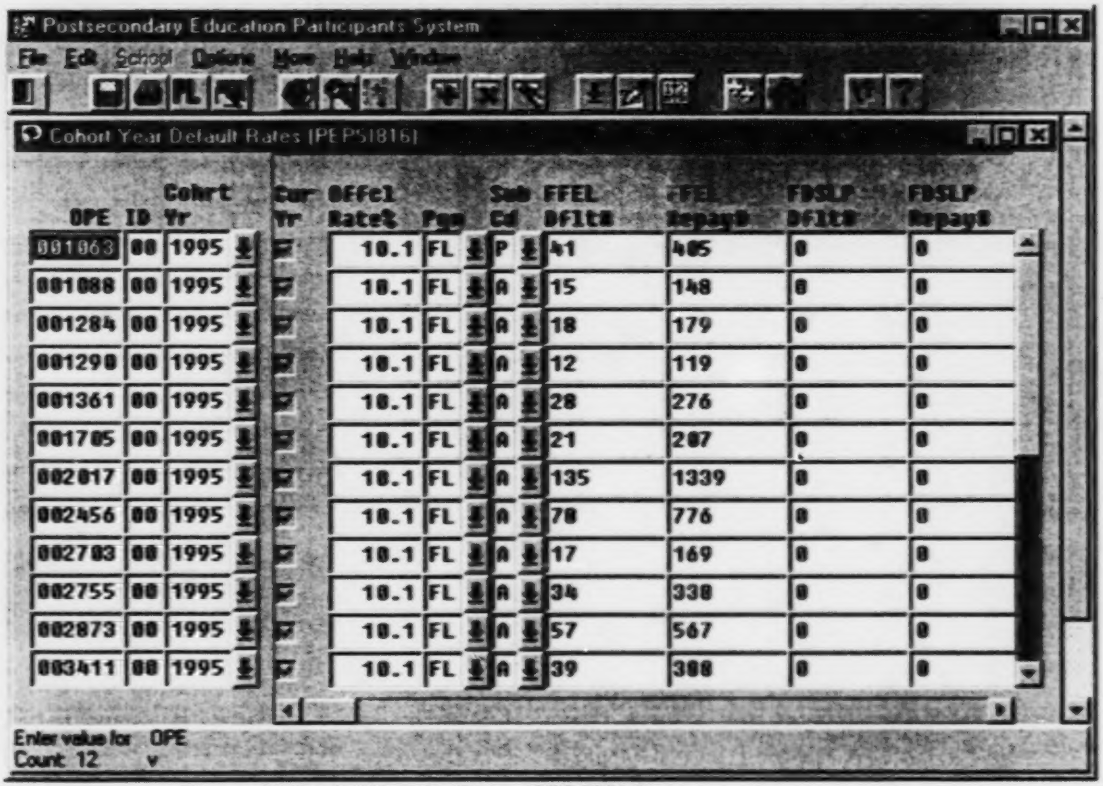
Warning!!! Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

- Enter selection criteria in the data block. *Warning, there are hundreds of thousands of rates. Make sure that the selection criteria are precise enough to limit the set of rates you want displayed on the screen. Non-specific selection criteria may produce a response time of several minutes.* Execute the query by pressing the Find button (the magnifying glass).

- Bear in mind that each column in which selection criteria is entered will affect the outcome of the query, i.e., each school/rate must be true for selection criteria A and B and C and....

Viewing the Data

- Notice that the rates displayed in this single block screen belong to different schools as indicated by the OPE ID column. Refer to the Figure below.

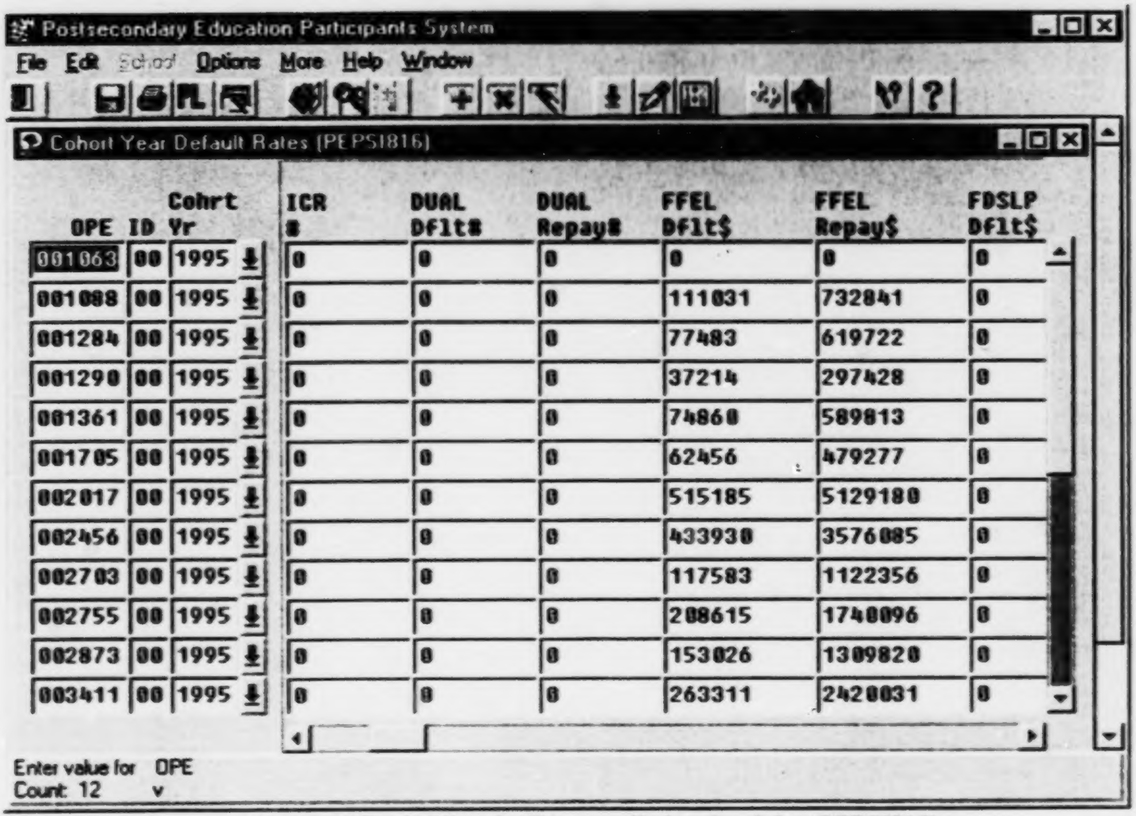

Postsecondary Education Participants System
File
Edit
School
Options
Move
Help
Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Cur Yr	Offcl Rate%	Pgm	Sub Cd	FFEL Dflt#	FFEL Repay#	FDSLP Dflt#	FDSLP Repay#
001063	00	1995	☑	10.1	FL	P	41	405	0	0
001088	00	1995	☑	10.1	FL	A	15	148	0	0
001284	00	1995	☑	10.1	FL	A	18	179	0	0
001290	00	1995	☑	10.1	FL	A	12	119	0	0
001361	00	1995	☑	10.1	FL	A	28	276	0	0
001705	00	1995	☑	10.1	FL	A	21	207	0	0
002017	00	1995	☑	10.1	FL	A	135	1339	0	0
002456	00	1995	☑	10.1	FL	A	78	776	0	0
002703	00	1995	☑	10.1	FL	A	17	169	0	0
002755	00	1995	☑	10.1	FL	A	34	338	0	0
002873	00	1995	☑	10.1	FL	A	57	567	0	0
003411	00	1995	☑	10.1	FL	A	39	388	0	0

Enter value for OPE
Count: 12

Figure 45 Basic View by Rate: (PEPSI816)

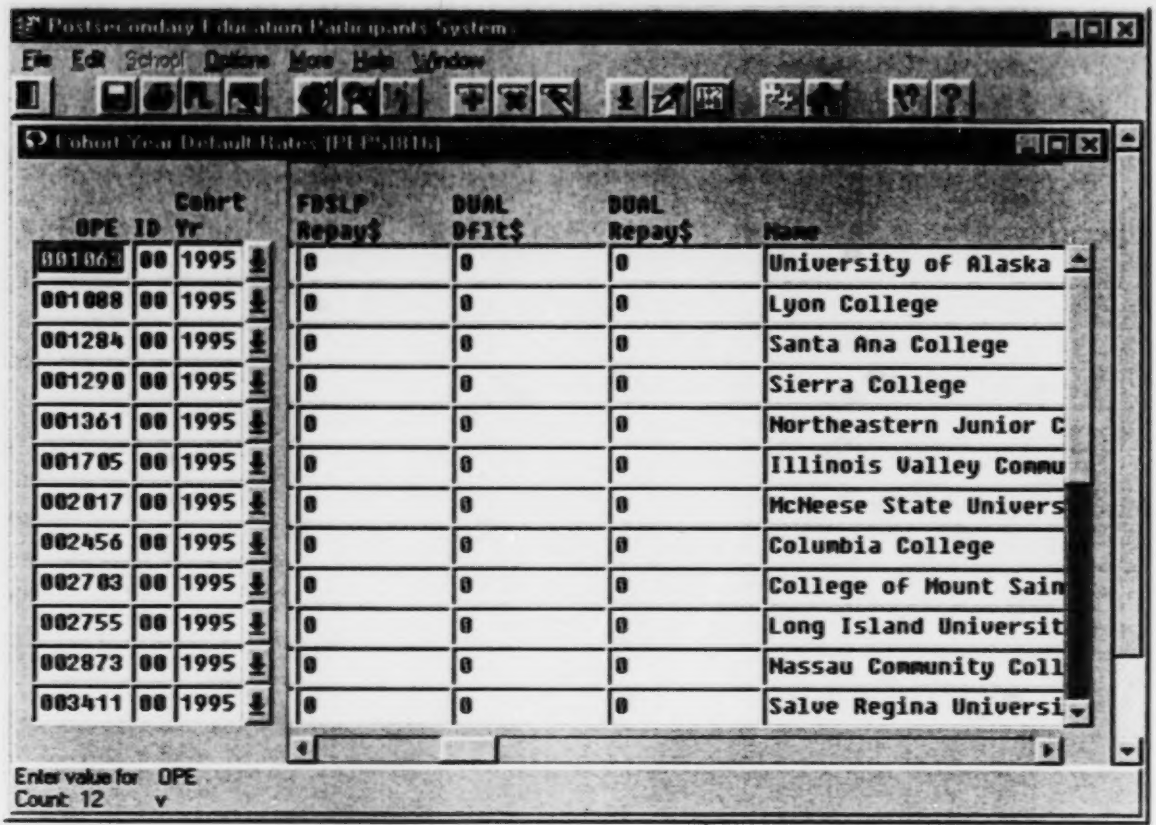
- Scroll to the right using the horizontal scroll bar to review all of the data columns. Refer to the figures below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	ICR #	DUAL Dflt#	DUAL Repay#	FFEL Dflt$	FFEL Repay$	FDSLP Dflt$
001063	00	1995	0	0	0	0	0	0
001088	00	1995	0	0	0	111031	732841	0
001284	00	1995	0	0	0	77483	619722	0
001290	00	1995	0	0	0	37214	297428	0
001361	00	1995	0	0	0	74860	589813	0
001705	00	1995	0	0	0	62456	479277	0
002017	00	1995	0	0	0	515185	5129180	0
002456	00	1995	0	0	0	433930	3576085	0
002703	00	1995	0	0	0	117583	1122356	0
002755	00	1995	0	0	0	208615	1740096	0
002873	00	1995	0	0	0	153026	1309820	0
003411	00	1995	0	0	0	263311	2420031	0

Enter value for OPE
Count: 12 v

Figure 46 Basic View by Rate scrolled to the right: (PEPSI816)

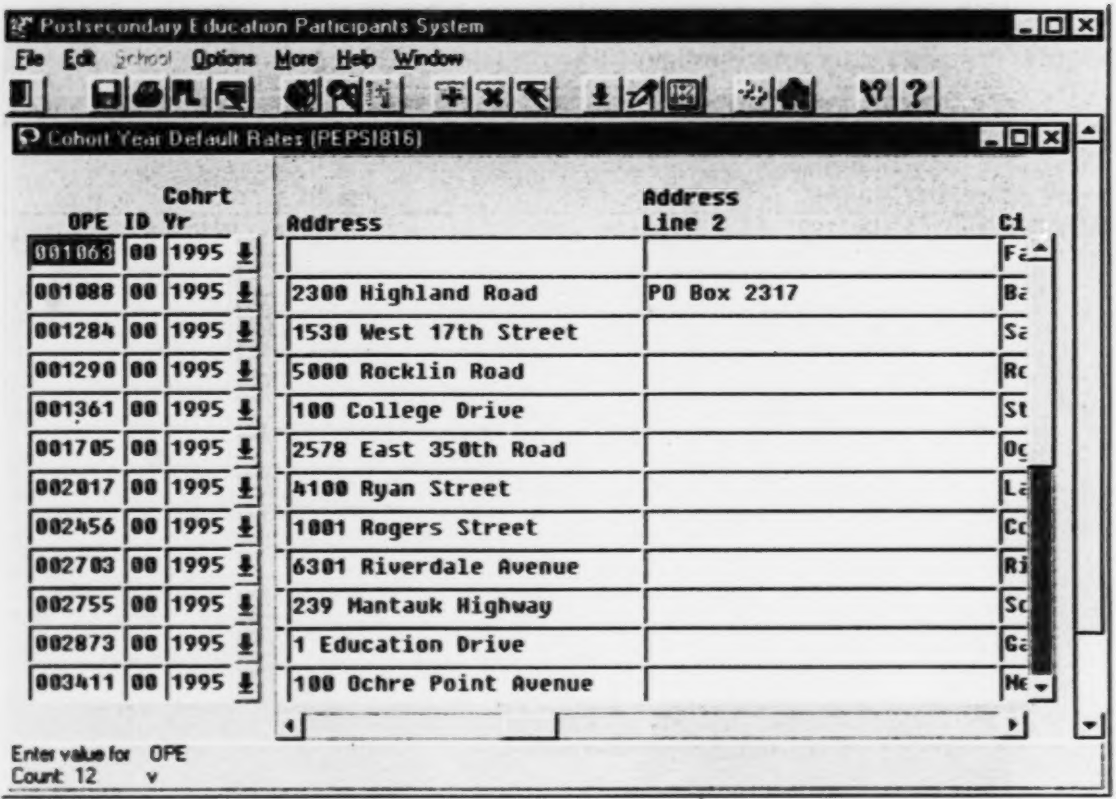


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	FDSLP Repay$	DUAL Dflt$	DUAL Repay$	Name
001063	00	1995	0	0	0	University of Alaska
001088	00	1995	0	0	0	Lyon College
001284	00	1995	0	0	0	Santa Ana College
001290	00	1995	0	0	0	Sierra College
001361	00	1995	0	0	0	Northeastern Junior C
001705	00	1995	0	0	0	Illinois Valley Commu
002017	00	1995	0	0	0	McNeese State Univers
002456	00	1995	0	0	0	Columbia College
002703	00	1995	0	0	0	College of Mount Sain
002755	00	1995	0	0	0	Long Island Universit
002873	00	1995	0	0	0	Nassau Community Coll
003411	00	1995	0	0	0	Salve Regina Universi

Enter value for OPE
Count: 12 v

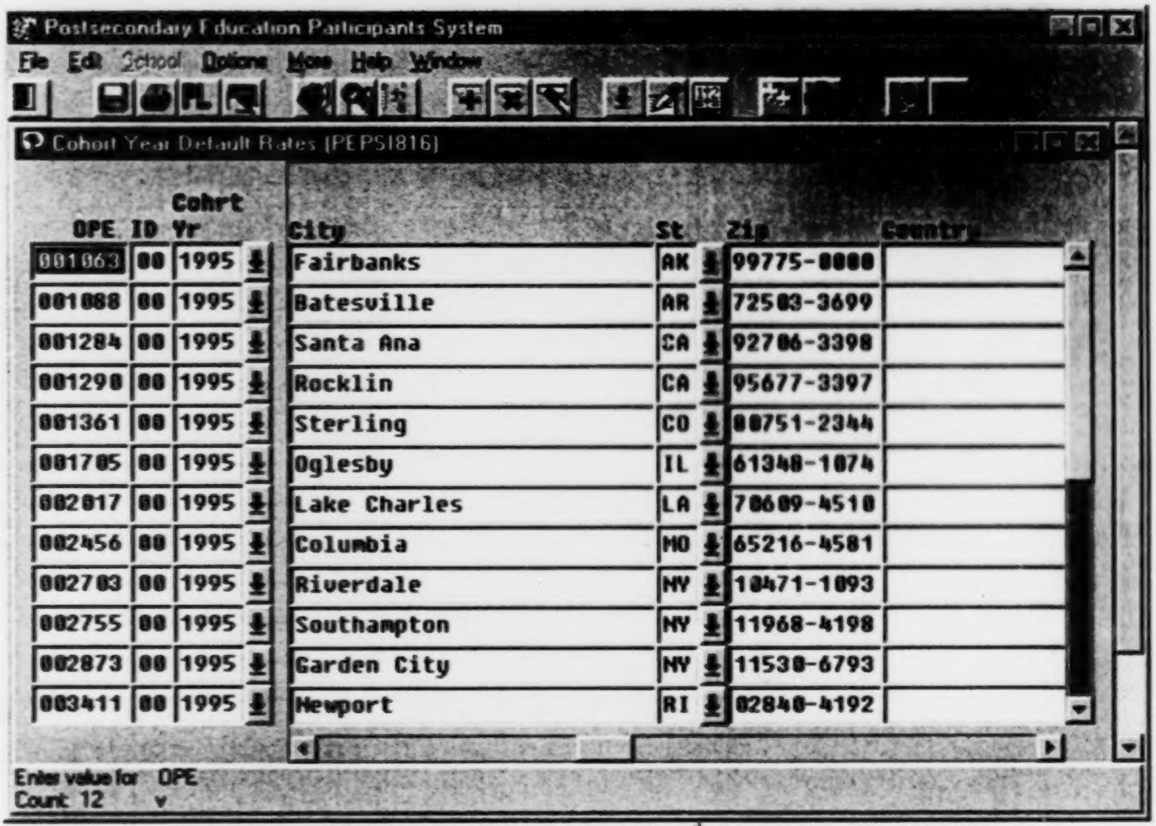
Figure 47 Basic View by Rate scrolled a 2nd time to the right: (PEPSI816)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Address	Address Line 2	Ci
001063	00	1995			Fa
001088	00	1995	2300 Highland Road	PO Box 2317	Ba
001284	00	1995	1530 West 17th Street		Sa
001290	00	1995	5000 Rocklin Road		Rc
001361	00	1995	100 College Drive		St
001705	00	1995	2578 East 350th Road		Og
002017	00	1995	4100 Ryan Street		La
002456	00	1995	1001 Rogers Street		Cc
002703	00	1995	6301 Riverdale Avenue		Ri
002755	00	1995	239 Mantauk Highway		Sc
002873	00	1995	1 Education Drive		Ga
003411	00	1995	100 Ochre Point Avenue		Ne

Enter value for OPE
Count: 12

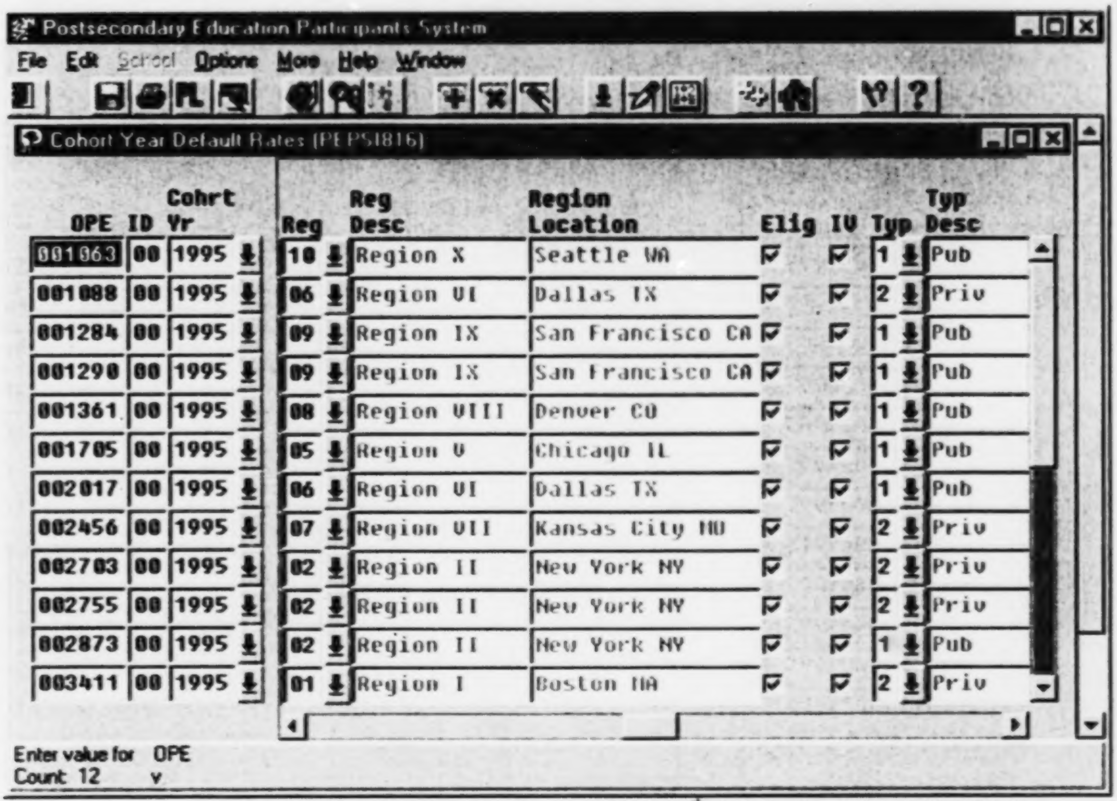
Figure 48 Basic View by Rate scrolled a 3rd time to the right: (PEPSI816)


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	City	St	Zip	Country
001063	00	1995	Fairbanks	AK	99775-0000	
001088	00	1995	Batesville	AR	72503-3699	
001284	00	1995	Santa Ana	CA	92706-3398	
001290	00	1995	Rocklin	CA	95677-3397	
001361	00	1995	Sterling	CO	00751-2344	
001705	00	1995	Oglesby	IL	61340-1074	
002017	00	1995	Lake Charles	LA	70609-4510	
002456	00	1995	Columbia	MO	65216-4581	
002703	00	1995	Riverdale	NY	10471-1093	
002755	00	1995	Southampton	NY	11968-4198	
002873	00	1995	Garden City	NY	11530-6793	
003411	00	1995	Newport	RI	02840-4192	

Enter value for OPE
Count: 12

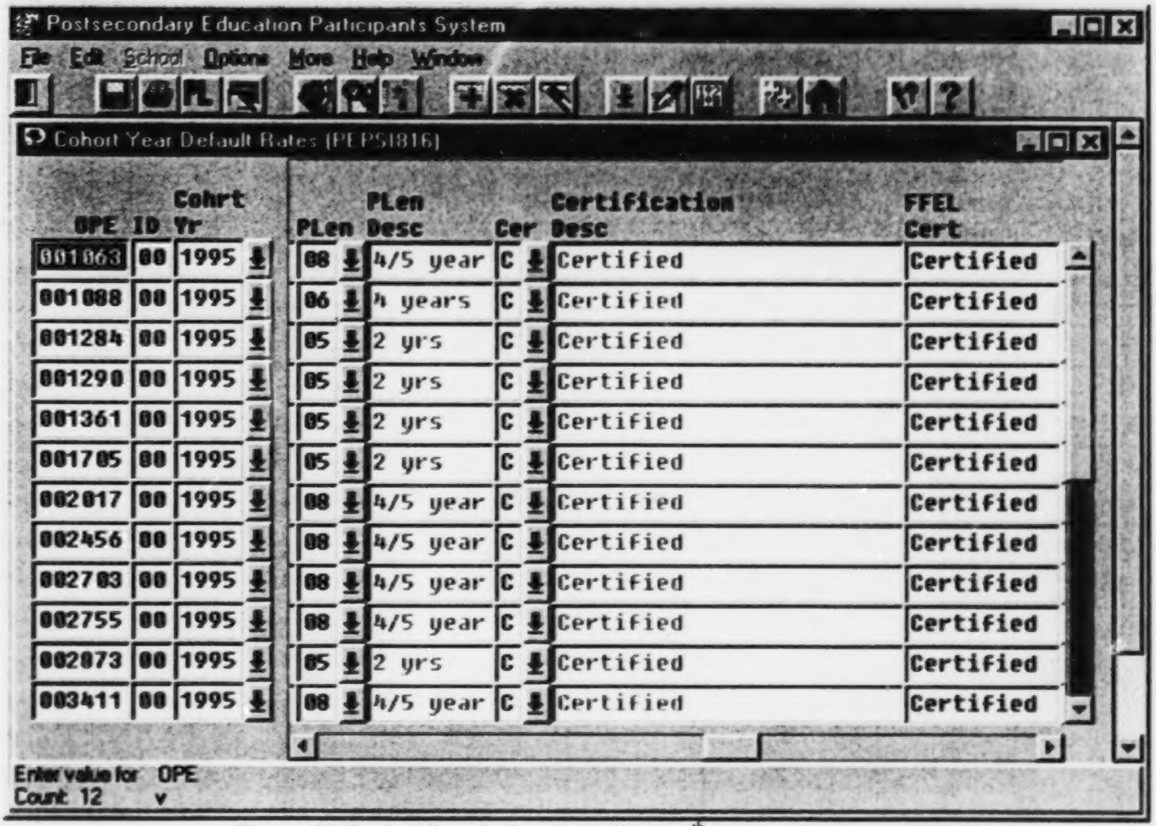
Figure 49 Basic View by Rate scrolled a 4th time to the right: (PEPSI816)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Reg	Reg Desc	Region Location	Elig	IV	Typ	Typ Desc
001063	00	1995	10	Region X	Seattle WA	☑	☑	1	Pub
001088	00	1995	06	Region VI	Dallas TX	☑	☑	2	Priv
001284	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001290	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001361	00	1995	08	Region VIII	Denver CO	☑	☑	1	Pub
001705	00	1995	05	Region V	Chicago IL	☑	☑	1	Pub
002017	00	1995	06	Region VI	Dallas TX	☑	☑	1	Pub
002456	00	1995	07	Region VII	Kansas City MO	☑	☑	2	Priv
002703	00	1995	02	Region II	New York NY	☑	☑	2	Priv
002755	00	1995	02	Region II	New York NY	☑	☑	2	Priv
002873	00	1995	02	Region II	New York NY	☑	☑	1	Pub
003411	00	1995	01	Region I	Boston MA	☑	☑	2	Priv

Enter value for OPE
Count: 12 v

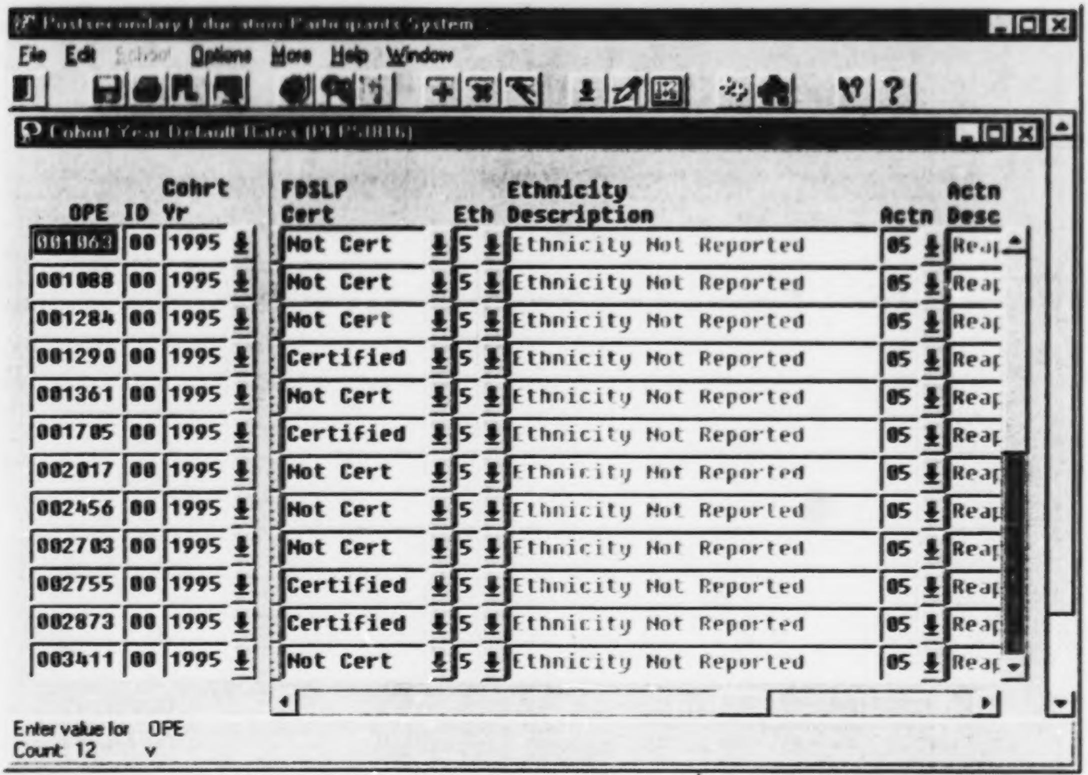
Figure 50 Basic View by Rate scrolled a 5th time to the right: (PEPSI816)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	PLen	PLen Desc	Cer	Certification Desc	FFEL Cert
001063	00	1995	08	4/5 year	C	Certified	Certified
001088	00	1995	06	4 years	C	Certified	Certified
001284	00	1995	05	2 yrs	C	Certified	Certified
001290	00	1995	05	2 yrs	C	Certified	Certified
001361	00	1995	05	2 yrs	C	Certified	Certified
001705	00	1995	05	2 yrs	C	Certified	Certified
002017	00	1995	08	4/5 year	C	Certified	Certified
002456	00	1995	08	4/5 year	C	Certified	Certified
002703	00	1995	08	4/5 year	C	Certified	Certified
002755	00	1995	08	4/5 year	C	Certified	Certified
002073	00	1995	05	2 yrs	C	Certified	Certified
003411	00	1995	08	4/5 year	C	Certified	Certified

Enter value for: OPE
Count: 12 v

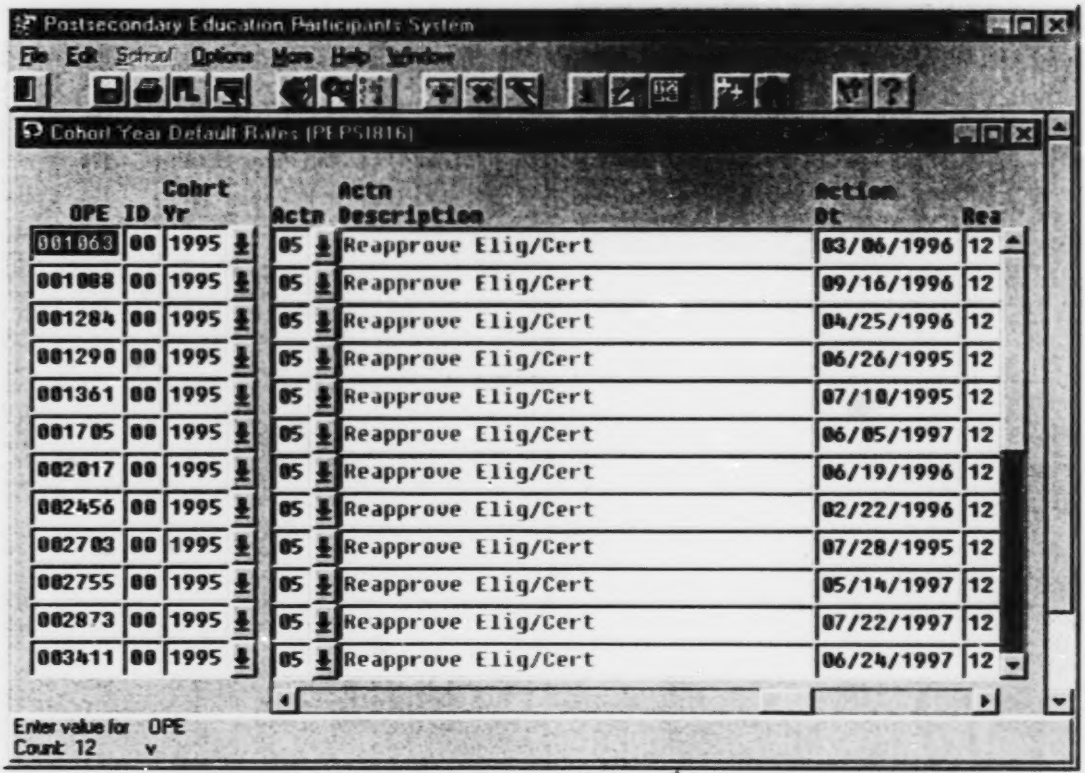
Figure 51 Basic View by Rate scrolled a 6th time to the right: (PEPSI816)


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	FDSLP Cert	Eth	Ethnicity Description	Actn	Actn Desc
001063	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001088	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001284	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001290	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001361	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001705	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
002017	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
002456	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
002703	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
002755	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
002873	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
003411	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap

Enter value for OPE
Count: 12 v

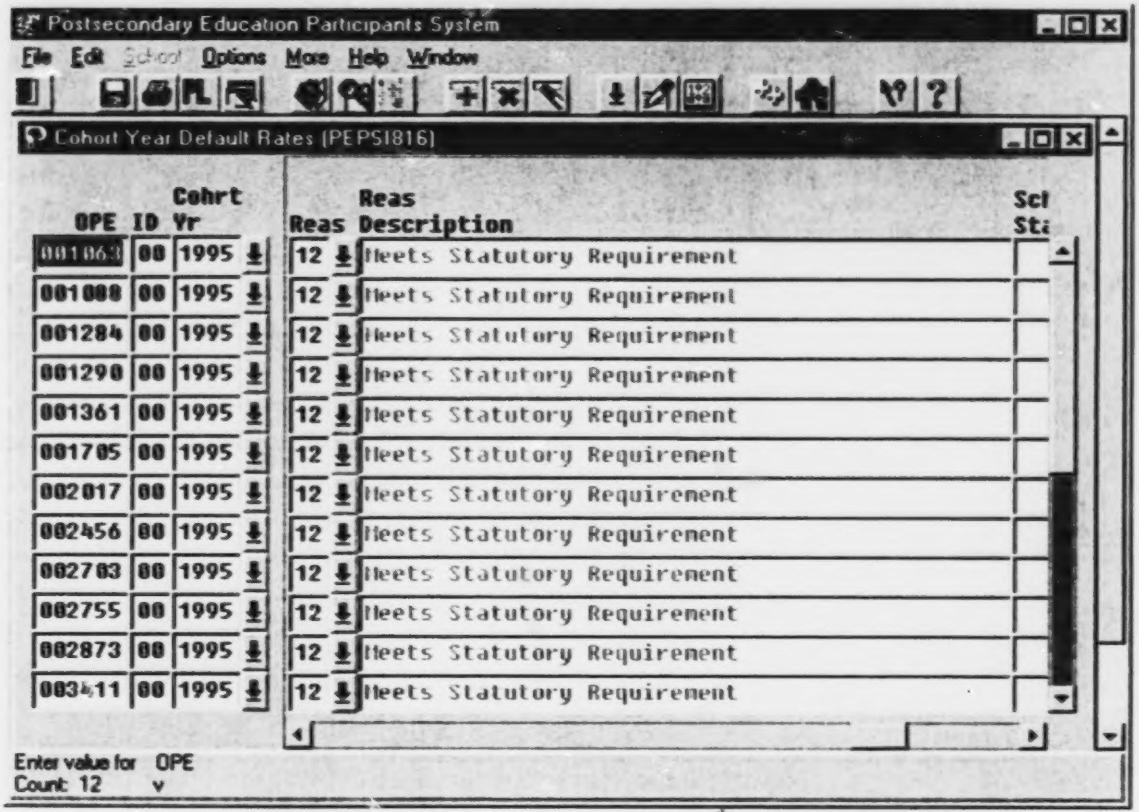
Figure 52 Basic View by Rate scrolled a 7th time to the right: (PEPSI816)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Actn	Actn Description	Action Dt	Rea
001063	00	1995	05	Reapprove Elig/Cert	03/06/1996	12
001088	00	1995	05	Reapprove Elig/Cert	09/16/1996	12
001284	00	1995	05	Reapprove Elig/Cert	04/25/1996	12
001290	00	1995	05	Reapprove Elig/Cert	06/26/1995	12
001361	00	1995	05	Reapprove Elig/Cert	07/10/1995	12
001705	00	1995	05	Reapprove Elig/Cert	06/05/1997	12
002017	00	1995	05	Reapprove Elig/Cert	06/19/1996	12
002456	00	1995	05	Reapprove Elig/Cert	02/22/1996	12
002703	00	1995	05	Reapprove Elig/Cert	07/28/1995	12
002755	00	1995	05	Reapprove Elig/Cert	05/14/1997	12
002873	00	1995	05	Reapprove Elig/Cert	07/22/1997	12
003411	00	1995	05	Reapprove Elig/Cert	06/24/1997	12

Enter value for OPE
Count: 12 v

Figure 53 Basic View by Rate scrolled an 8th time to the right: (PEPSI816)

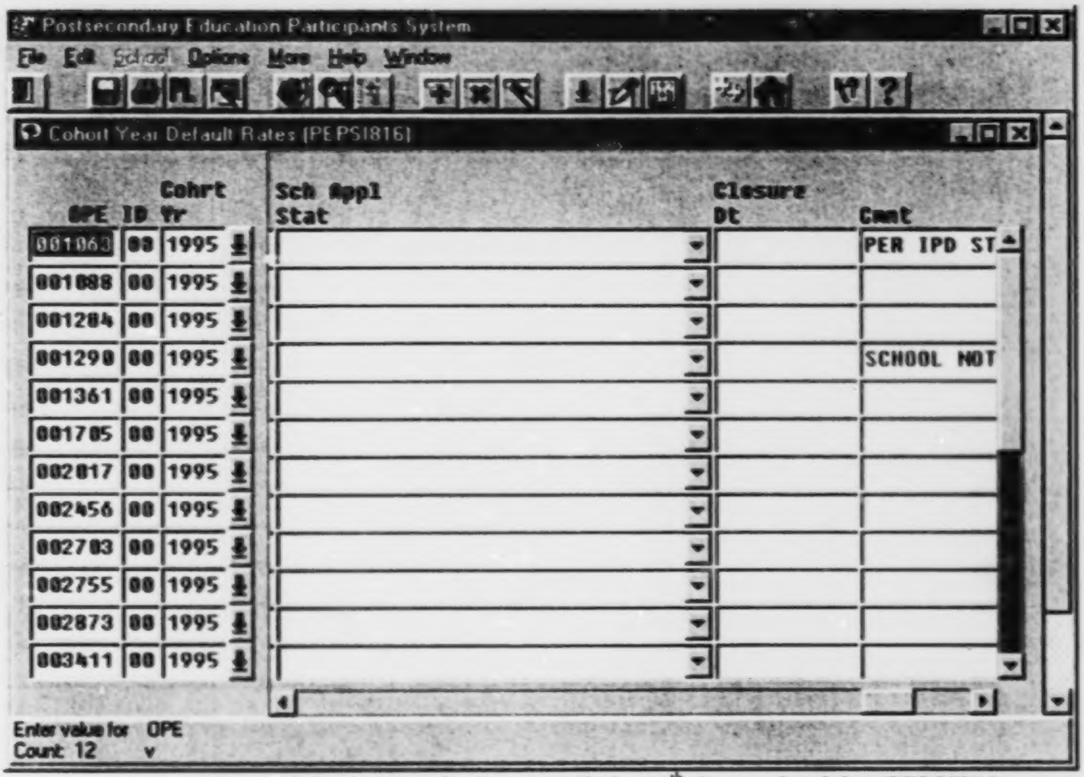

Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Reas	Reas Description	Sc St
001063	00	1995	12	Meets Statutory Requirement	
001088	00	1995	12	Meets Statutory Requirement	
001284	00	1995	12	Meets Statutory Requirement	
001290	00	1995	12	Meets Statutory Requirement	
001361	00	1995	12	Meets Statutory Requirement	
001705	00	1995	12	Meets Statutory Requirement	
002017	00	1995	12	Meets Statutory Requirement	
002456	00	1995	12	Meets Statutory Requirement	
002703	00	1995	12	Meets Statutory Requirement	
002755	00	1995	12	Meets Statutory Requirement	
002873	00	1995	12	Meets Statutory Requirement	
003411	00	1995	12	Meets Statutory Requirement	

Enter value for OPE
Count: 12 v

Figure 54 Basic View by Rate scrolled a 9th time to the right: (PEPSI816)

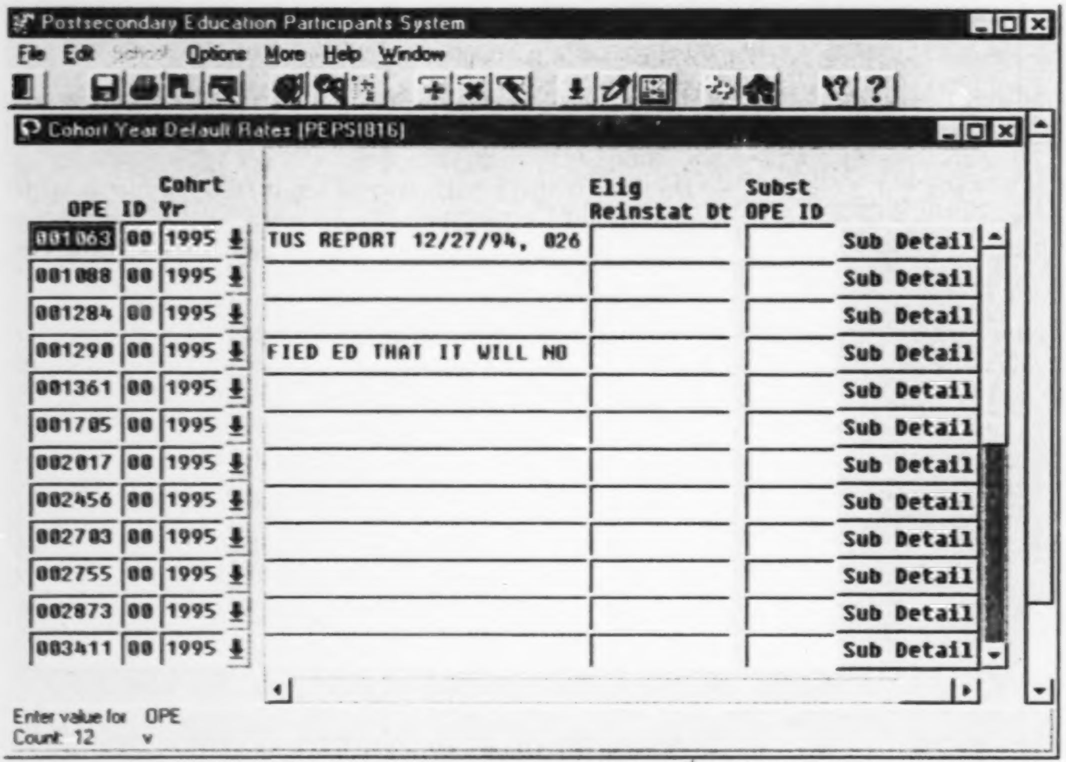
BEST COPY AVAILABLE


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI816)

OPE	ID	Cohrt Yr	Sch Appl Stat	Closure Dt	Cmnt
001063	00	1995			PER IPD ST
001088	00	1995			
001284	00	1995			
001290	00	1995			SCHOOL NOT
001361	00	1995			
001705	00	1995			
002017	00	1995			
002456	00	1995			
002703	00	1995			
002755	00	1995			
002873	00	1995			
003411	00	1995			

Enter value for OPE
Count: 12 v

Figure 55 Basic View by Rate scrolled a 10th time to the right: (PEPSI816)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates [PEPSI816]

OPE	ID	Cohrt Yr		Elig Reinstat Dt	Subst OPE ID	
001063	00	1995	TUS REPORT 12/27/94, 026			Sub Detail
001088	00	1995				Sub Detail
001284	00	1995				Sub Detail
001290	00	1995	FIED ED THAT IT WILL NO			Sub Detail
001361	00	1995				Sub Detail
001705	00	1995				Sub Detail
002017	00	1995				Sub Detail
002456	00	1995				Sub Detail
002703	00	1995				Sub Detail
002755	00	1995				Sub Detail
002873	00	1995				Sub Detail
003411	00	1995				Sub Detail

Enter value for OPE
Count: 12

Figure 56 Basic View by Rate scrolled a 11th time to the right: (PEPSI816)

Displaying Substitution Rates

- When a school has substitution rates, an OPE ID will be displayed in the *Subst OPEID* column. Pressing the *Sub Detail* button shows the default data for the substitution rate school.

- Use the vertical scroll bar to the right of the block to scan through the set of schools/rates found by the query.

Warning!!! ALWAYS Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

- Repeat this process to find new sets of data.

Specialized Queries

2. More complex features.

- Put the form into query mode by clicking the Query button (the Open Book).

Using Rates when Specifying a Range Search

- To attempt a more complex query, first enter 001% in the OPE ID column and 1995 in the Cohort Year column. Then, enter ':RT' in a field, such as "Rate%", when in query mode. Click the Find button and the *Query/Where* window appears. Type text such as ":RT >= 20.0 and :RT <=20.9".

- Click [OK] to execute the query. In our example, the 1995 cohort year default rates would be retrieved for all schools starting with OPE ID 001 which are in the range from 20% to 20.9%.
- Notice that both default-rate and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
- Notice also that when more than one default rate row exists for the same school which satisfied the search criteria, all data elements that are common and unchanging (such as OPE ID, Name, State) will be repeated in each row returned for that school.

Using Dates when Specifying a Range Search

- To attempt a complex query using a date field, enter 1995 in the Cohort Year column, >25 in the Offcl Rate% column, and ':ADT' in a date field, such as "Action Dt", when in query mode. Click the Find button and the *Query/Where* window appears. Type text such as ":ADT>=to_date('12/1/1997', 'mm/dd/yyyy') and :ADT<=to_date('12/7/1997', 'mm/dd/yyyy')".
- Click [OK] to execute the query. In our example, default rates for cohort year 1995 that had a greater than 25% rate would be retrieved for all schools which had a determination action recorded in the period from 12/1/97 to 12/7/97.
- Use the Exit button (the red door) to close the window.

Warning!!! ALWAYS Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

- Repeat the steps outlined above to experiment further with querying capabilities.

Counting and Finding a set of data by Schools

3. Execute queries based on School data.
   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on school data only (e.g. Name like "%Business%" and State="FL") and press the "Count" button.
   - Notice the count displayed at the bottom of the screen.
   - Press the "Find" button.
   - Notice that both default-rate and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
   - Notice also that each Default rate for the schools selected (in Florida, say) will be displayed and that a school may be displayed more than once, for each default rate found.

Finding a set of data by Rate and School data Combined

4. Execute queries based on Rate and School data simultaneously.
   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on rate data (e.g. Rate% > 40.1) and school data together (e.g. State="WY") then press the "Find" button.
   - Notice that this allows a more distinct set of data to be located (e.g. all schools/Rates in Wyoming where the rate is > 40.1).

3.3 Query Perkins Data (PEPSI817)

The purpose of this screen is to provide default management staff as well as the PEPS case teams with a "Basic View" of Perkins default rate data. This option will be available to all PEPS users. The form itself allows data to be displayed for only one school at a time.

1. Search for the Perkins Default Rates for a school.

Accessing the Basic View Perkins Rates Screen

- Select *More / Default Management / Basic View / Perkins Rates* from the PEPS menu. The figure below displays the PEPS menu path.

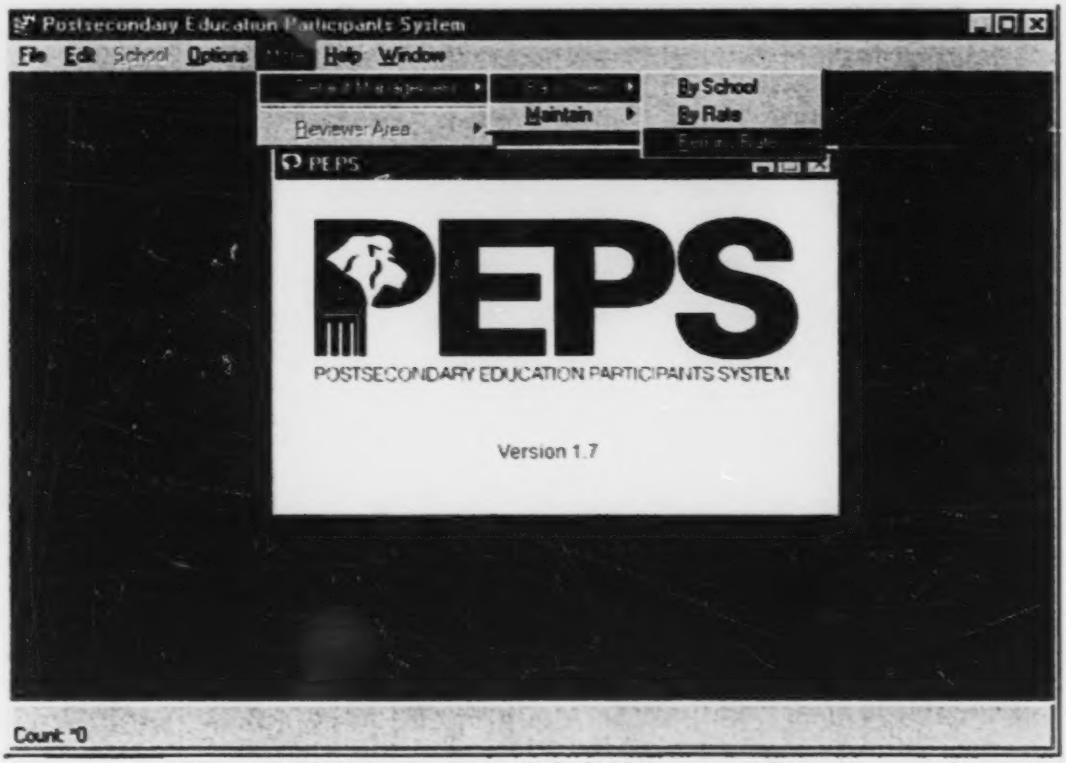
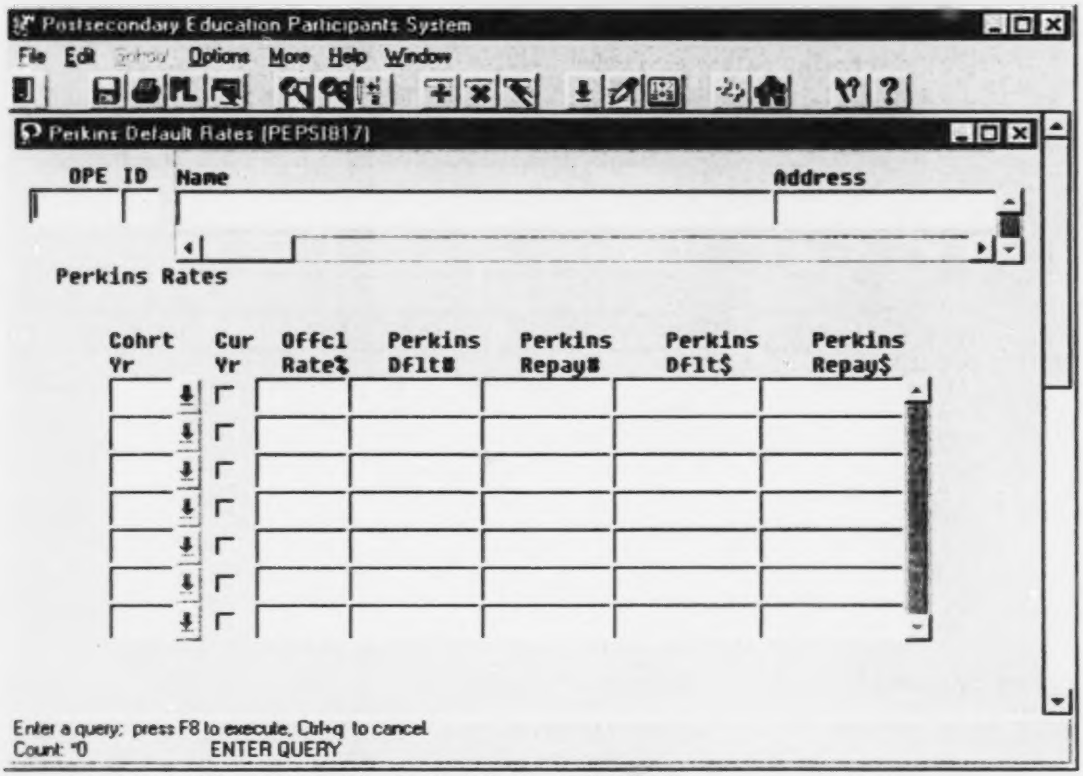

Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Reviewer Area
Maintain
By School
By Rate
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Count: *0

Figure 57 PEPS Menu: *More / Default Management / Basic View / Perkins Rates (PEPSMAIN)*

- The *Basic View Perkins Rates* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Perkins Default Rates (PEPSI817)
OPE ID
Name
Address
Perkins Rates
Cohrt Yr
Cur Yr
Offcl Rate%
Perkins Dflt#
Perkins Repay#
Perkins Dflt$
Perkins Repay$

Enter a query; press F8 to execute, Ctrl+q to cancel
Count: *0 ENTER QUERY

Figure 58 Perkins Default Rates: (PEPSI817)

Layout and Organization of Information on this Screen

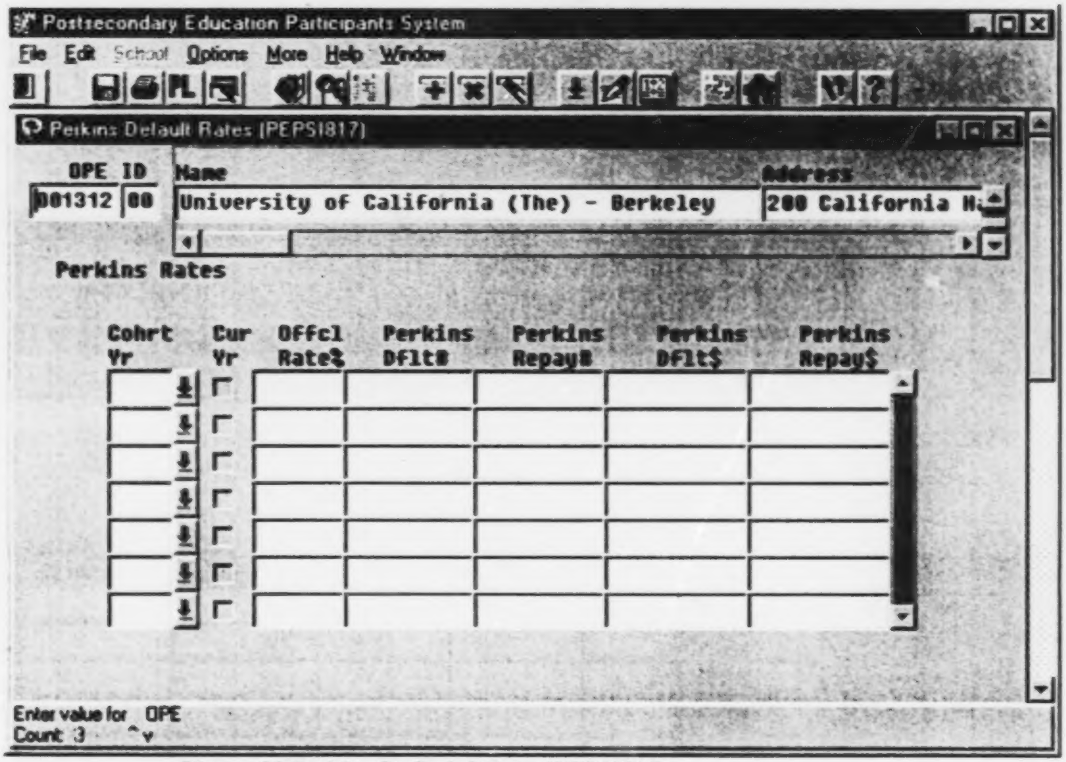
- Notice that the school information area appears in the upper, "School", block of the form.
- Notice that the Cohort Year Default Rates area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or rates.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the school information appears in the top, "school" block of the form. A block is a section of data that is logically, and usually physically, related. If Perkins Rate Data exists for the school selected, it will appear the lower block on the form. Currently, no Perkins exists for DM. Refer to the Figure below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Perkins Default Rates (PEPSI817)
Perkins Rates
Cohrt Yr
Cur Yr
Offcl Rate%
Perkins Dflt#
Perkins Repay#
Perkins Dflt$
Perkins Repay$

OPE ID: 001312 00

Name: University of California (The) - Berkeley

Address: 200 California H

Enter value for OPE

Count: 3

Figure 59 Perkins Default Rates: (PEPSI817)

Querying for a Set of Schools

2. Open a set of schools.

   - Go into “Enter Query” mode by clicking on the “Query” button. Scroll to the right on the upper, “School” block and enter selection criteria in fields other than the OPE ID (e.g. Name or State).
   - Notice that when the Vertical Scroll bar to the right of the “School” block is clicked the form displays the data for the next school found in the query set returned (e.g. Each school with a name like “University of North Dako%” or each school in the state of North Dakota).

4 Maintain Default Rates

The purpose of this section is to demonstrate the online rate maintenance functions available to the default management staff. These functions are available to users who have been granted access to the Default Management / Maintain menu. Certain users will have access to the query only version of these forms, but never the update versions. This is consistent with standard PEPS security.

The following windows display the PEPS Default Management / Maintain / Maintain Rates menu.

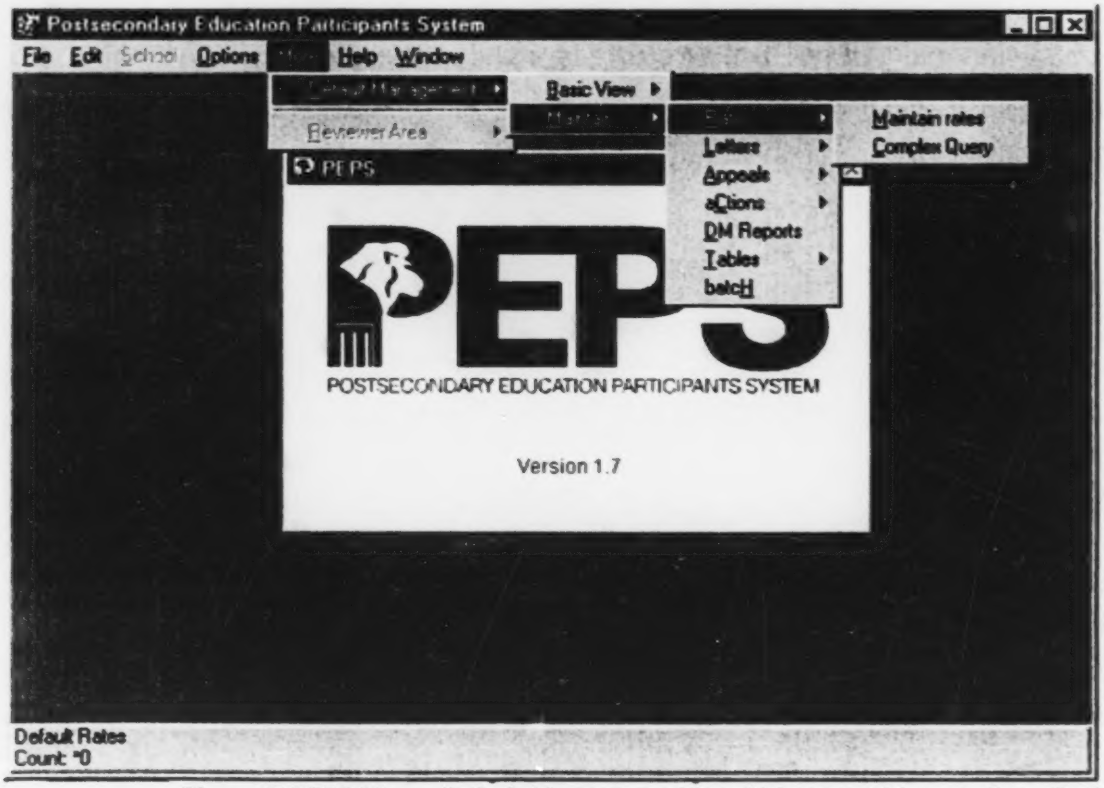

Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Basic View
Reviewer Area
Maintain rates
Complex Query
Letters
Appeals
aCtions
DM Reports
Tables
batcH
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Default Rates
Count: *0

Figure 60 PEPS Menu: *Default Management Menu / Maintain / Maintain Rates Path (PEPSMAIN)*

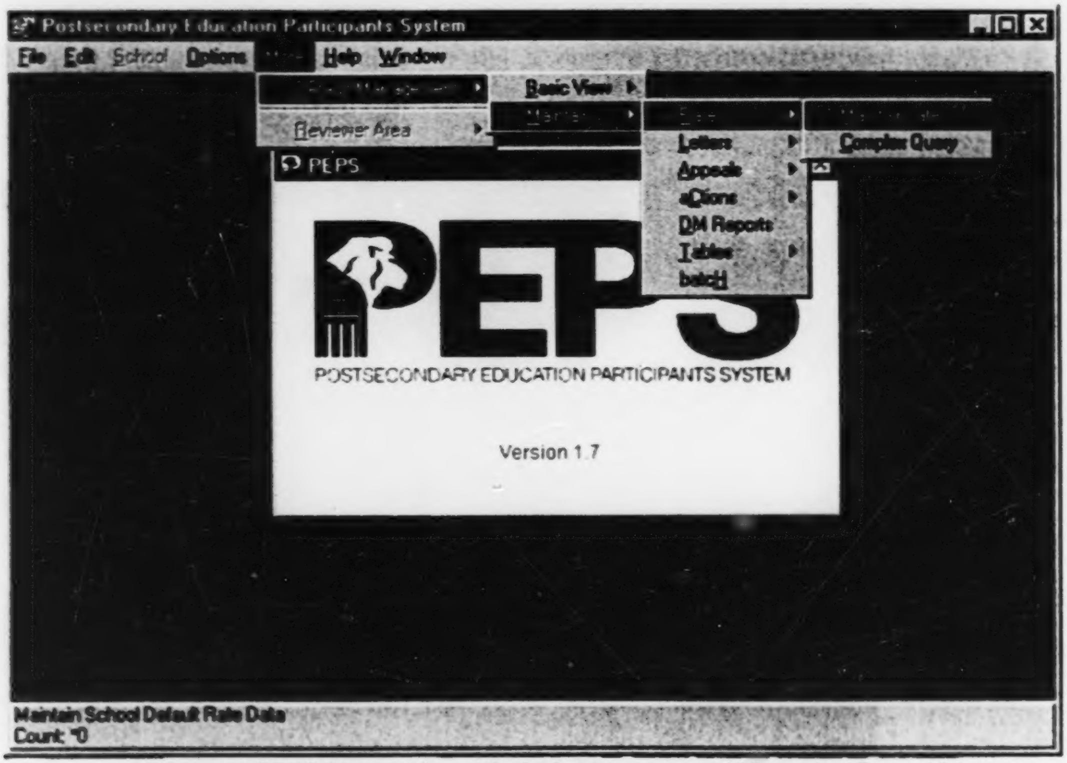
4.1 Maintain Default Rate Data (PEPSD820, PPESI820)

The purpose of this screen is to adjust the default rates of individual schools, which have already received a rate from NSLDS. This function is only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Default Rates for a school.

Accessing the Maintain Rates Screen

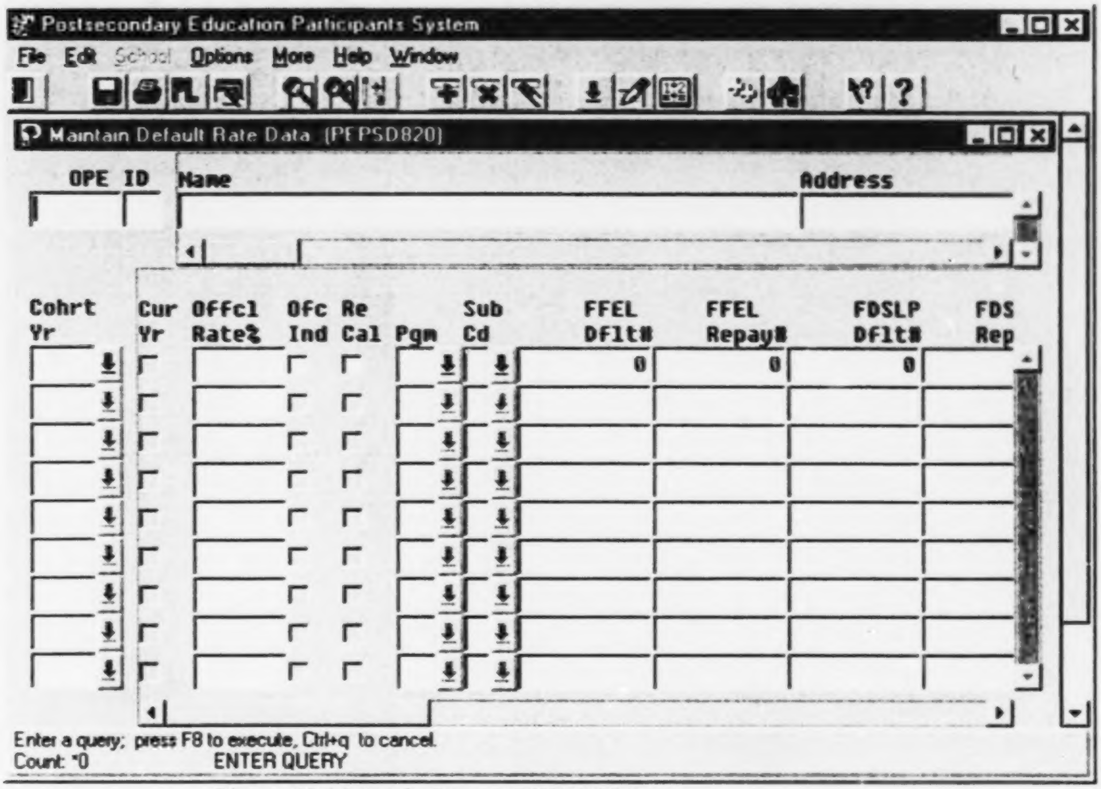
- Select *More / Default Management / Maintain / Rates / Maintain Rates* from the PEPS menu. The figure below displays the PEPS menu path.


Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Basic View
Reviewer Area
Letters
Appeals
aCtions
DM Reports
Tables
batcH
Complex Query
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Maintain School Default Rate Data
Count: *0

Figure 61 PEPS Menu: *More / Default Management / Maintain / Rates / Maintain Rates (PEPSMAIN)*

The *Maintain Rates* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data (PEPSD820)
OPE ID
Name
Address
Cohrt Yr
Cur Yr
Offcl Rate%
Ofc Ind
Re Cal
Pgm
Sub Cd
FFEL Dflt#
FFEL Repay#
FDSLP Dflt#
FDS Rep
0
0
0

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 62 Maintain Rates: (PEPSD820)

Layout and Organization of Information on this Screen

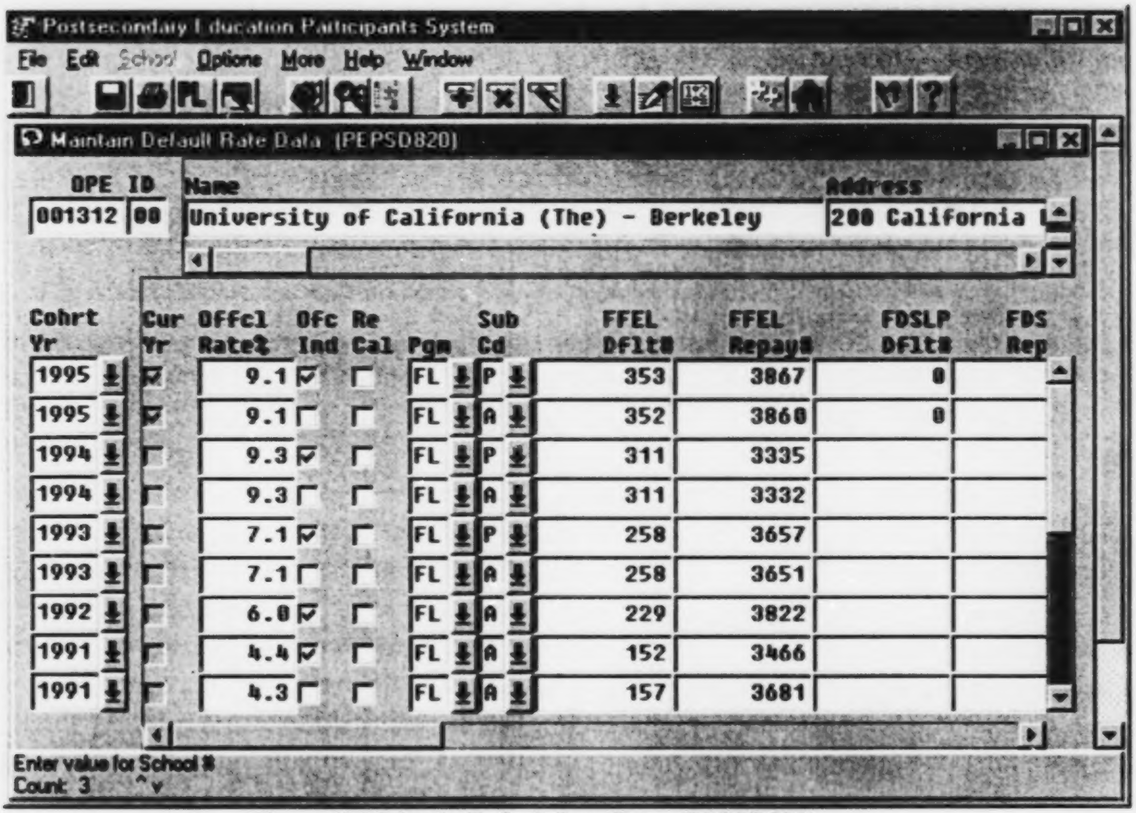
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Cohort Year Default Rates area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or rates.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the rates displayed in the Default rates block belong to the one school displayed in the "School" block. Refer to the Figure below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data (PEPSD820)

OPE ID: 001312 00

Name: University of California (The) - Berkeley

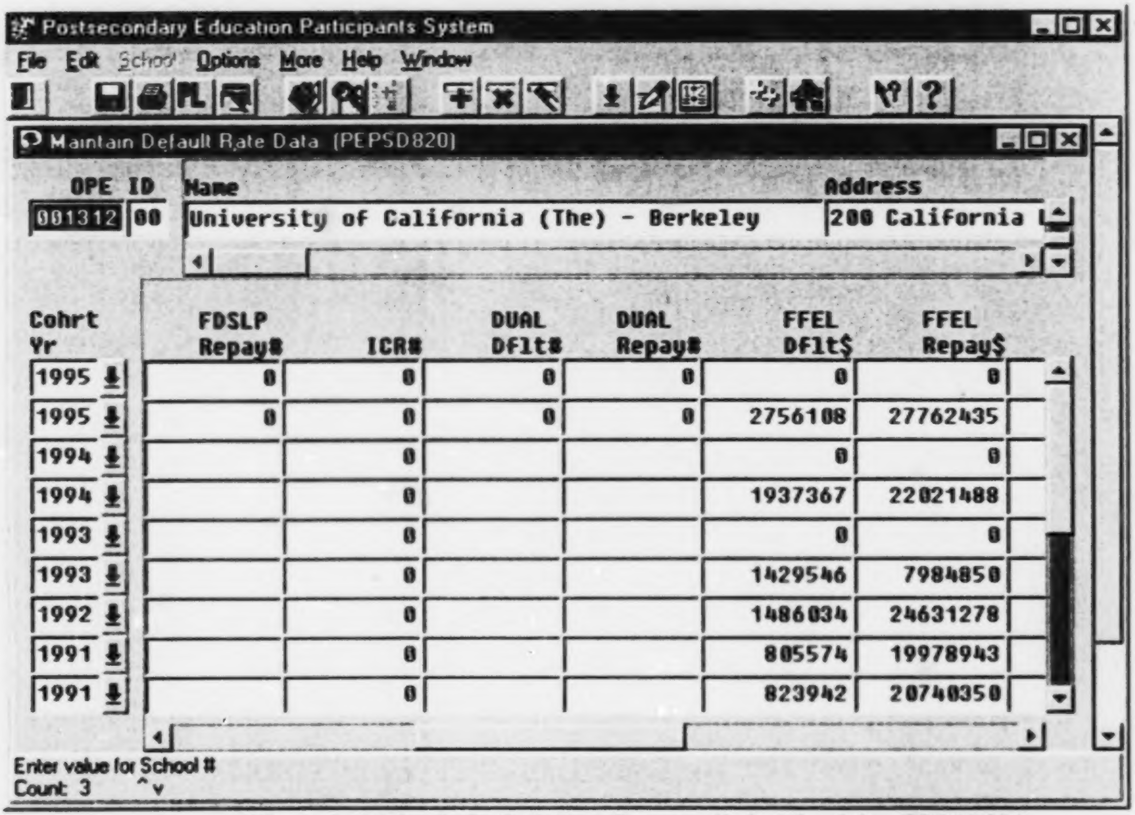
Address: 200 California

Cohrt Yr	Cur Yr	Offcl Rate%	Ofc Ind	Re Cal	Pgm	Sub Cd	FFEL Dflt#	FFEL Repay#	FDSLP Dflt#	FDS Rep
1995	☑	9.1	☑	☐	FL	P	353	3867	0	
1995	☑	9.1	☐	☐	FL	A	352	3860	0	
1994	☐	9.3	☑	☐	FL	P	311	3335		
1994	☐	9.3	☐	☐	FL	A	311	3332		
1993	☐	7.1	☑	☐	FL	P	258	3657		
1993	☐	7.1	☐	☐	FL	A	258	3651		
1992	☐	6.0	☑	☐	FL	A	229	3822		
1991	☐	4.4	☑	☐	FL	A	152	3466		
1991	☐	4.3	☐	☐	FL	A	157	3681		

Enter value for School #
Count: 3 ^v

Figure 63 Maintain Default Rate Data: (PEPSD820)

Scroll to the right to view all of the columns on the form. Refer to the figures below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data (PEPSD820)

OPE	ID	Name	Address
001312	00	University of California (The) - Berkeley	200 California

Cohrt Yr	FDSLP Repay#	ICR#	DUAL Dflt#	DUAL Repay#	FFEL Dflt$	FFEL Repay$
1995	0	0	0	0	0	0
1995	0	0	0	0	2756108	27762435
1994		0			0	0
1994		0			1937367	22021488
1993		0			0	0
1993		0			1429546	7984850
1992		0			1486034	24631278
1991		0			805574	19978943
1991		0			823942	20740350

Enter value for School #
Count: 3

Figure 64 Maintain Default Rate Data scrolled to the right: (PEPSD820)

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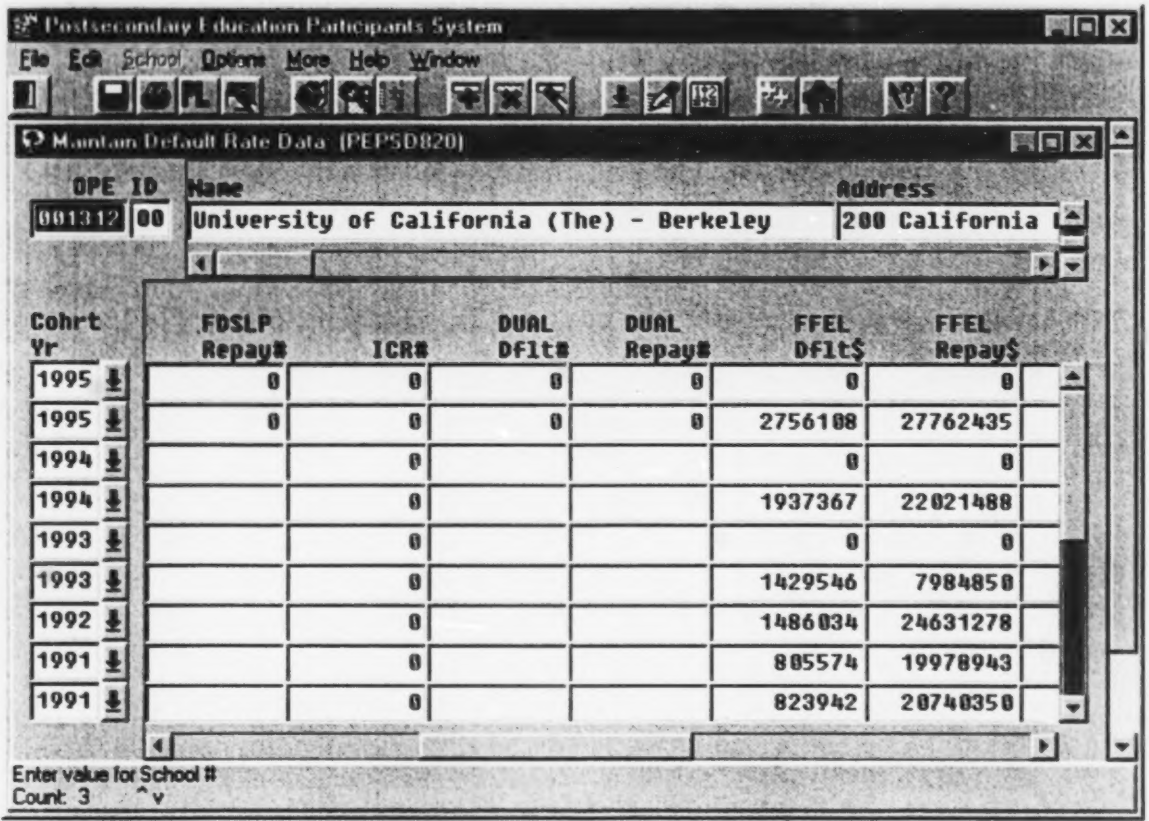

Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data (PEPSD820)

OPE ID: 001312 00

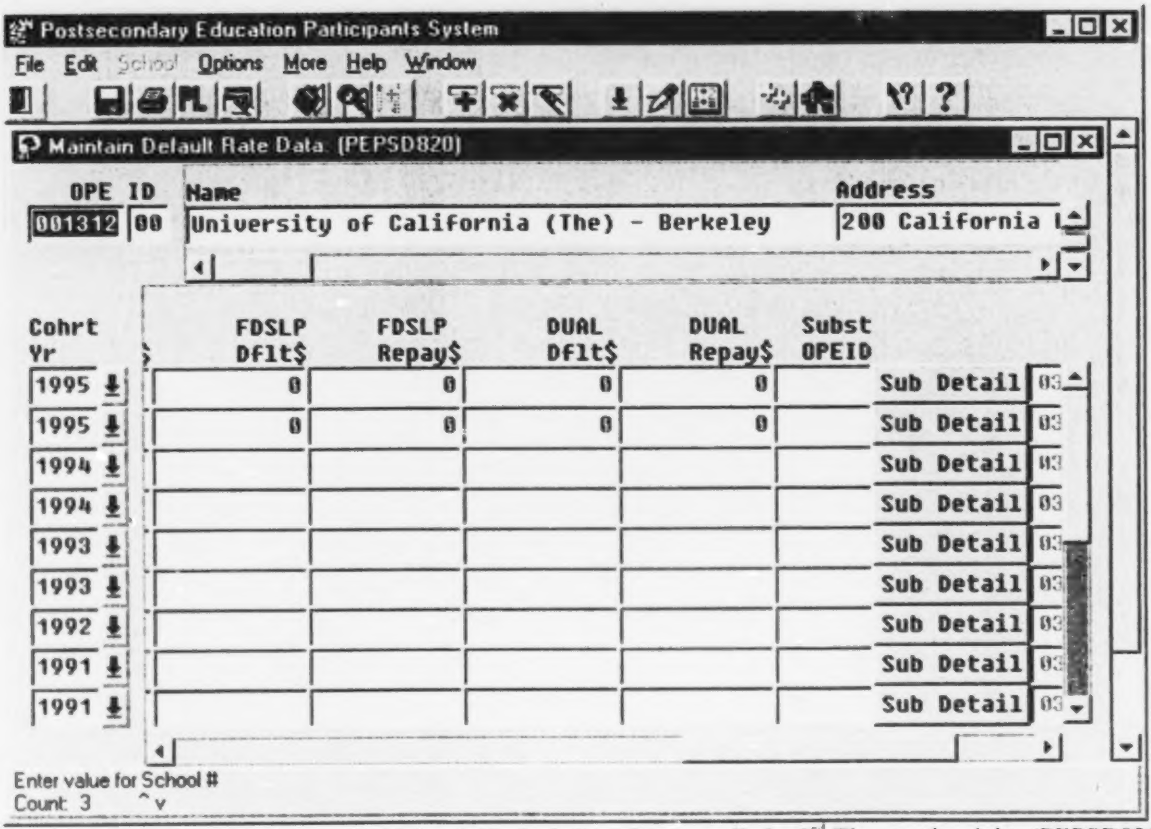
Name: University of California (The) - Berkeley

Address: 200 California

Cohrt Yr	FDSLP Repay#	ICR#	DUAL Dflt#	DUAL Repay#	FFEL Dflt$	FFEL Repay$
1995	0	0	0	0	0	0
1995	0	0	0	0	2756108	27762435
1994		0			0	0
1994		0			1937367	22021488
1993		0			0	0
1993		0			1429546	7984850
1992		0			1486034	24631278
1991		0			805574	19978943
1991		0			823942	20740350

Enter value for School #
Count: 3 ^v

Figure 65 Maintain Default Rate Data scrolled a 2nd Time to the right: (PEPSD820)

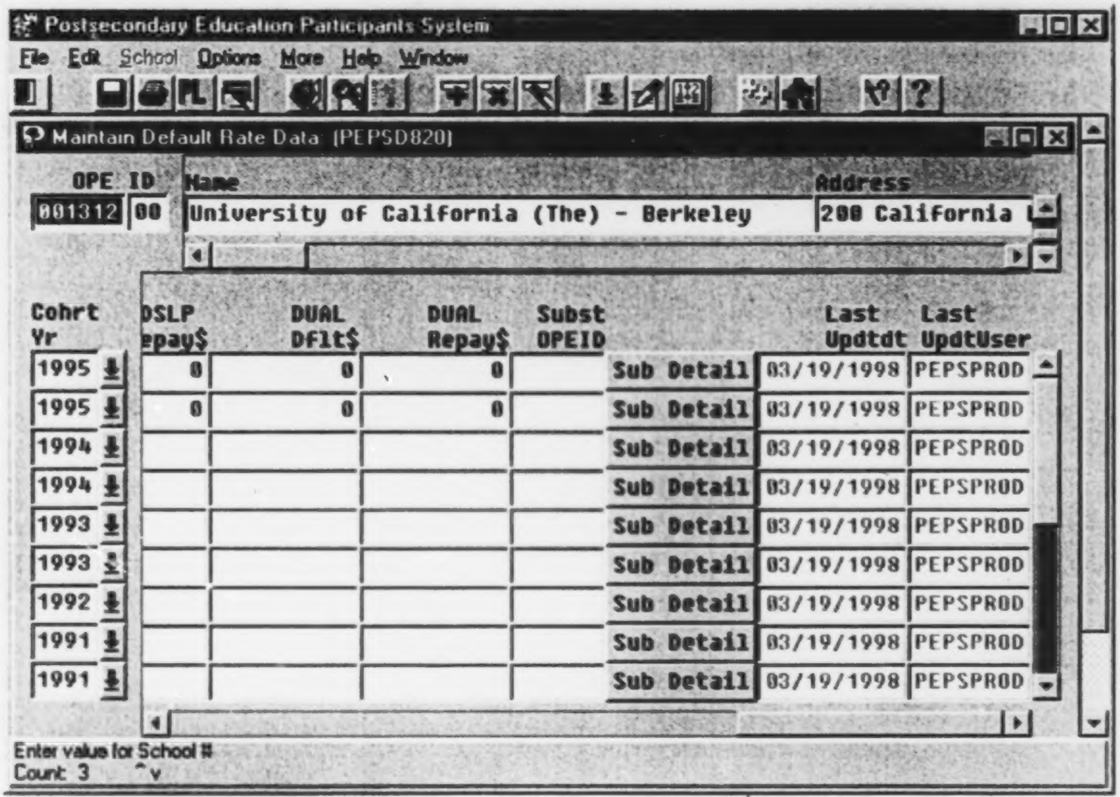

Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data: (PEPSD820)
Sub Detail

OPE ID		Name	Address
001312	00	University of California (The) - Berkeley	200 California

Cohrt Yr	FDSLP Dflt$	FDSLP Repay$	DUAL Dflt$	DUAL Repay$	Subst OPEID
1995	0	0	0	0	
1995	0	0	0	0	
1994					
1994					
1993					
1993					
1992					
1991					
1991					

Enter value for School #
Count: 3

Figure 66 Maintain Default Rate Data scrolled a 3rd Time to the right: (PEPSD820)


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Data (PEPSD820)

OPE ID: 001312 00
Name: University of California (The) - Berkeley
Address: 200 California

Cohrt Yr	DSLP epay$	DUAL Dflt$	DUAL Repay$	Subst OPEID		Last Updtdt	Last UpdtUser
1995	0	0	0		Sub Detail	03/19/1998	PEPSPROD
1995	0	0	0		Sub Detail	03/19/1998	PEPSPROD
1994					Sub Detail	03/19/1998	PEPSPROD
1994					Sub Detail	03/19/1998	PEPSPROD
1993					Sub Detail	03/19/1998	PEPSPROD
1993					Sub Detail	03/19/1998	PEPSPROD
1992					Sub Detail	03/19/1998	PEPSPROD
1991					Sub Detail	03/19/1998	PEPSPROD
1991					Sub Detail	03/19/1998	PEPSPROD

Enter value for School #
Count: 3 ^v

Figure 67 Maintain Default Rate Data scrolled a 4th Time to the right: (PEPSD820)

Insert New Rate Data

1. Select a school.
   - Put the form into query mode by clicking the Query button (the Open Book).
   - Enter selection criteria in the School block and execute the query by pressing the Find button (the magnifying glass).
   - Notice that the school information appears in the main "school-block" of the form. A block is a section of data that is logically, and usually physically, related.
   - Notice that Default Rates information appear in the next block.

Insert New Rate Data

2. Enter new Default Management Rate records.
   - Using the school selected above, navigate to the Default Rate block on the *Maintain Default Rate Data* window.

Tip: Instead of using the Insert Button, place the cursor in a blank row and click.

- Click the insert button (Green Plus Sign) to start a new rate record. *An alternative to using the Insert button is to place the cursor in a blank row and click. This is available only if a blank row currently exists on the screen.*
- Enter data values for the required columns (Cohrt Yr, Rate%, Pgm, Sub Cd). Use the LOV button (where present) to select legitimate values.
- The system will not allow the row to be saved without entering all the required columns for a Default Rate Record. A message indicating the required column will be displayed and the cursor will be positioned on the column.
- A rate can be entered if the school has a "pending" appeals in the same cohort year. You may create a pending appeal using the *Maintain Appeals* window (PEPSD830).
- Click the Save button (Blue Diskette) on the toolbar to save the new rate for the school. A message indicating that a row was saved will appear at the bottom of the screen. The rates are redisplayed in descending entry order.
- Rates can never be deleted. Note that the delete icon on the toolbar is disabled.
- Click the close-window button (red door) on the toolbar to close the window.
- Check the Action Screen to see if any actions were generated via menu path (*More / Default Management / Maintain / Actions / Actions*).

Modify Existing Rate Data

3. Modify Default Management Rate records.

- Locate data for the desired OPE ID by entering selection criteria and by pressing the "Find" button.
- Navigate to the Default-Rate data block on the *Maintain Default Rate Data* window.
- Locate the Fields in the Default-Rate data block, which are modifiable. Make changes to those fields.
- Pgm and Sub Cd are columns that are modifiable. Use the LOV button to provide legitimate values.
- Click the Save button (Blue Diskette) on the toolbar to save the new rate for the school. A message indicating that a row was saved will appear at the bottom of the screen.

Insert or Modify Suspension Rates

4. Insert or modify Default Management Suspension Rate records.

- Locate data for the desired OPE ID by entering selection criteria and by pressing the "Find" button.

- Navigate to the Default-Rate data block on the *Maintain Default Rate Data* window.
- Insert or modify the column Sub Cd, to indicate that the rate is a "Litigation/Suspension" rate by Sub-Type code. If inserting, make sure that all required columns are filled in. If modifying, choose only the most recent rate in any one-cohort year. Note the cohort year of the newly inserted or modified rate.
- Click the Save button (Blue Diskette) on the toolbar to save the new rate for the school.
- Among the rates for the school that belong to the same cohort year as the new Litigation rate, no row has column, Ofc Ind, checked.
- Note that the "Basic View" of this schools data will not display any rate information for the cohort year affected. Navigate through menu path, *More / Default Management / Maintain/ Rates / Maintain Rates.*

4.2 Complex Query Default Rate Data (PEPSI837)

The purpose of this screen is to provide default management staff with a powerful analytical tool to identify rates through both school and rate criteria. This function is only available to users who have been granted access privileges to the Default Management / Maintain menu. It provides a powerful query capability against a large and comprehensive view of the rate data maintained by DMD.

This form is similar to the "Basic View by Rates" form; however, it allows a view of all the default rate data and default rate history data maintained by DMD. The form itself allows data to be displayed for multiple schools at a time if those schools share common data features.

1. Search for the Default Rates for a school.

Accessing the Maintain Rates Screen

- Select *More / Default Management / Maintain / Rates / Complex Query* from the PEPS menu. The figure below displays the PEPS menu path.

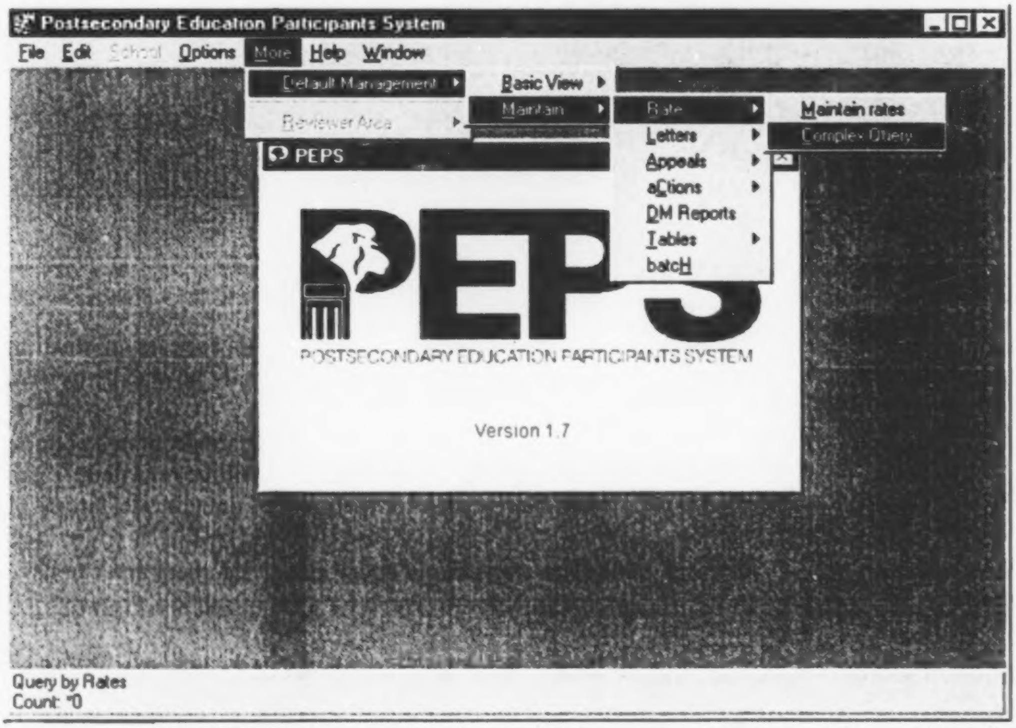
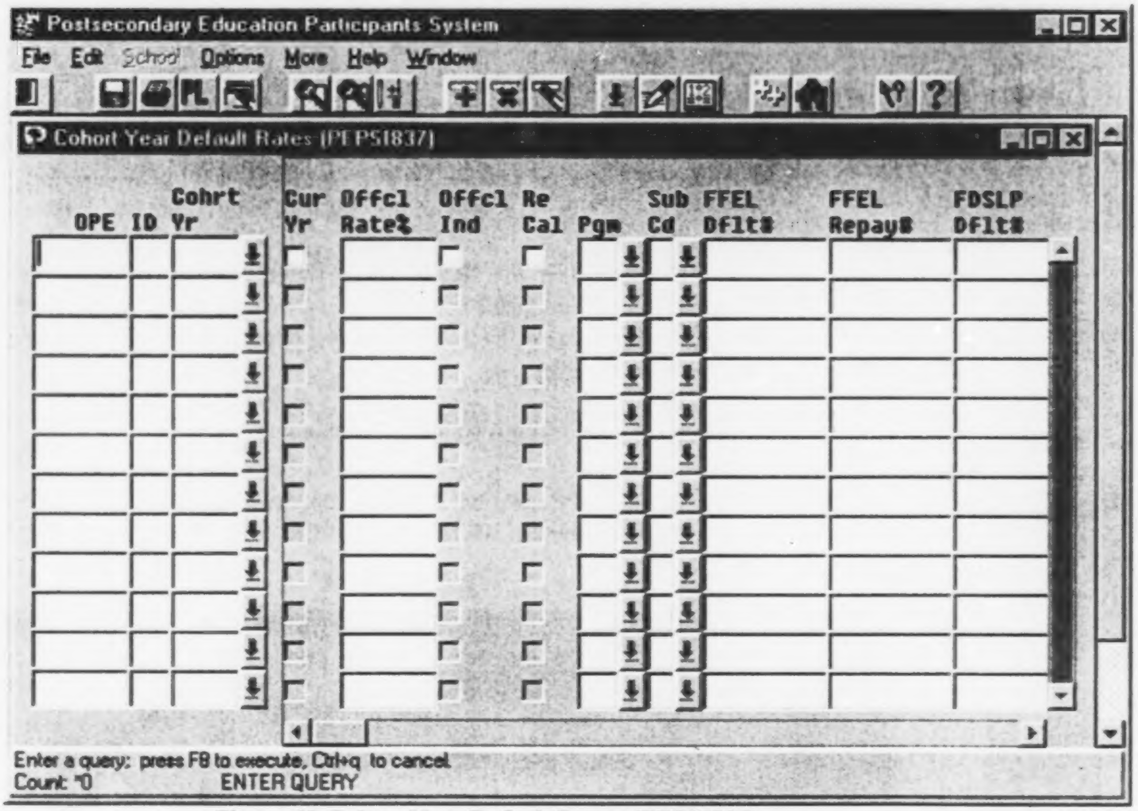

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Default Management
Reviewer Area
Basic View
Maintain
Rate
Letters
Appeals
aCtions
DM Reports
Tables
batcH
Maintain rates
Complex Query
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Query by Rates
Count: *0

Figure 68 PEPS Menu: *More / Default Management / Maintain / Rates / Complex Query (PEPSMAIN)*

- The *Cohort year Default Rates* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)
OPE ID
Cohrt Yr
Cur Yr
Offcl Rate%
Offcl Ind
Re Cal
Pgm
Sub Cd
FFEL Dflt$
FFEL Repay$
FDSLP Dflt$

Enter a query: press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 69 Cohort Year Default Rates: (PEPSI837)

Layout and Organization of Information on this Screen

- Notice that only one block of data appears on this form. A block is a section of data that is logically, and usually physically, related.

- Notice that the single block data area contains both School and Rate data; this means that school information will be repeated, i.e., the name of the a school will be repeated for each row of default rate data displayed.

Enter Selection Criteria

1. The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools / rates.

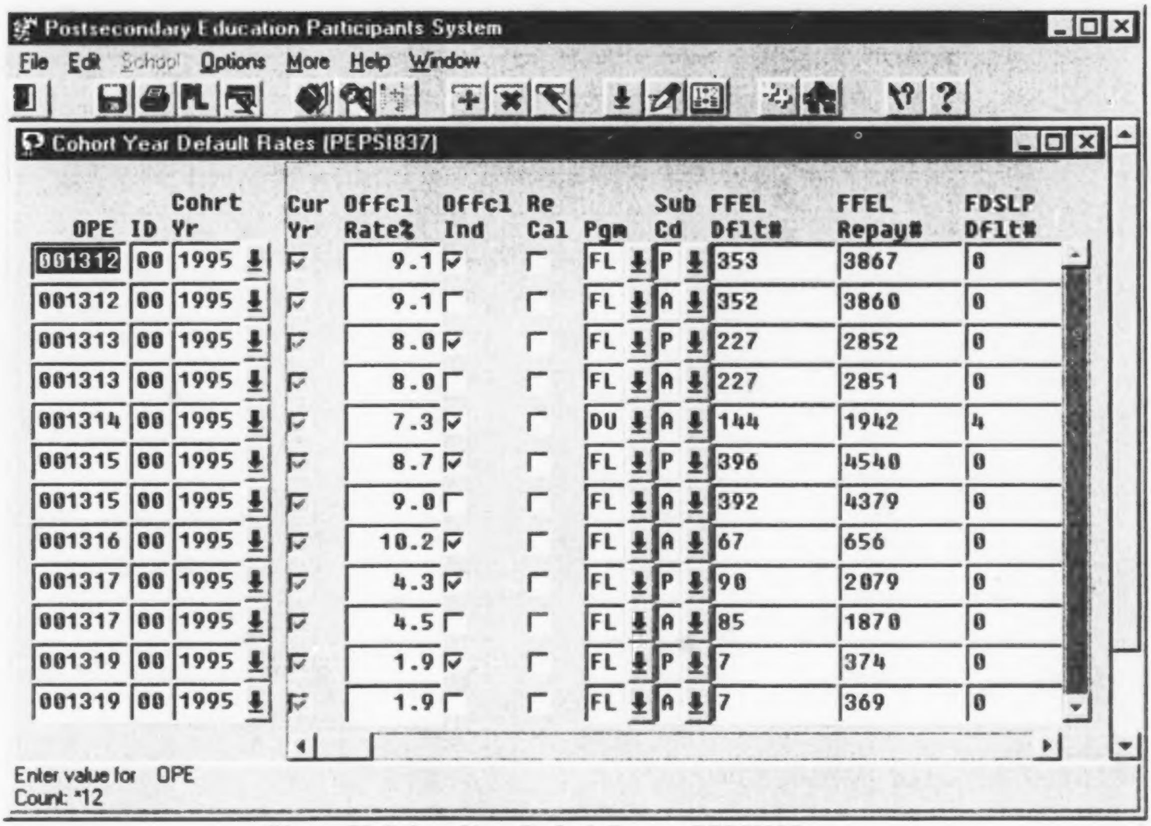
Warning!!! Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

- Enter selection criteria in the data block (e.g., 1995 for cohort year and 00131% for OPE ID). *Warning, there are hundreds of thousands of rates. Make sure that the selection criteria are precise enough to limit the set of rates you want displayed on the screen. Non-specific selection criteria may produce a response time of several minutes.* Execute the query by pressing the Find button (the magnifying glass).

- Bear in mind that each column in which selection criteria is entered will affect the outcome of the query, i.e., each school/rate must be true for selection criteria A and B and C and....

Viewing the Data

- Notice that the rates displayed in this single block screen belong to different schools as indicated by the OPE ID column. Refer to the Figure below.

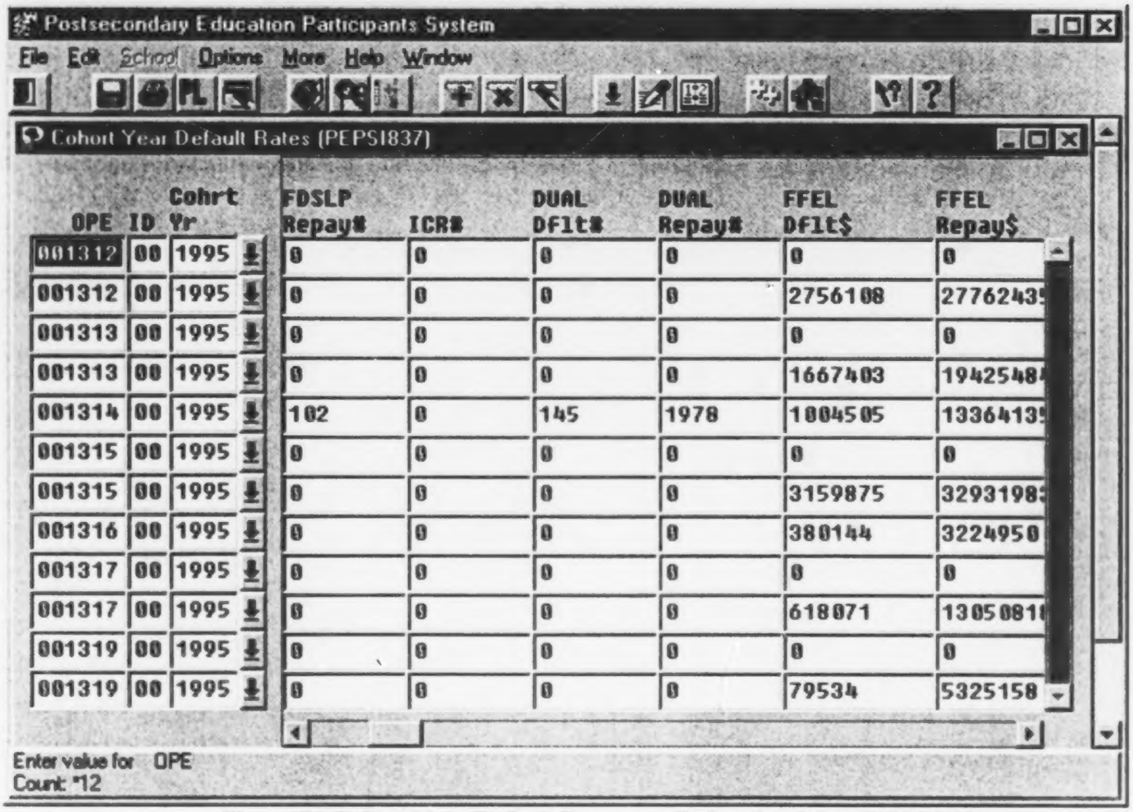

Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Cur Yr	Offcl Rate%	Offcl Ind	Re Cal	Pgm	Sub Cd	FFEL Dflt#	FFEL Repay#	FDSLP Dflt#
001312	00	1995	☑	9.1	☑	☐	FL	P	353	3867	0
001312	00	1995	☑	9.1	☐	☐	FL	A	352	3860	0
001313	00	1995	☑	8.0	☑	☐	FL	P	227	2852	0
001313	00	1995	☑	8.0	☐	☐	FL	A	227	2851	0
001314	00	1995	☑	7.3	☑	☐	DU	A	144	1942	4
001315	00	1995	☑	8.7	☑	☐	FL	P	396	4540	0
001315	00	1995	☑	9.0	☐	☐	FL	A	392	4379	0
001316	00	1995	☑	10.2	☑	☐	FL	A	67	656	0
001317	00	1995	☑	4.3	☑	☐	FL	P	90	2079	0
001317	00	1995	☑	4.5	☐	☐	FL	A	85	1870	0
001319	00	1995	☑	1.9	☑	☐	FL	P	7	374	0
001319	00	1995	☑	1.9	☐	☐	FL	A	7	369	0

Enter value for OPE
Count: *12

Figure 70 Cohort Year Default Rates: (PEPSI837)

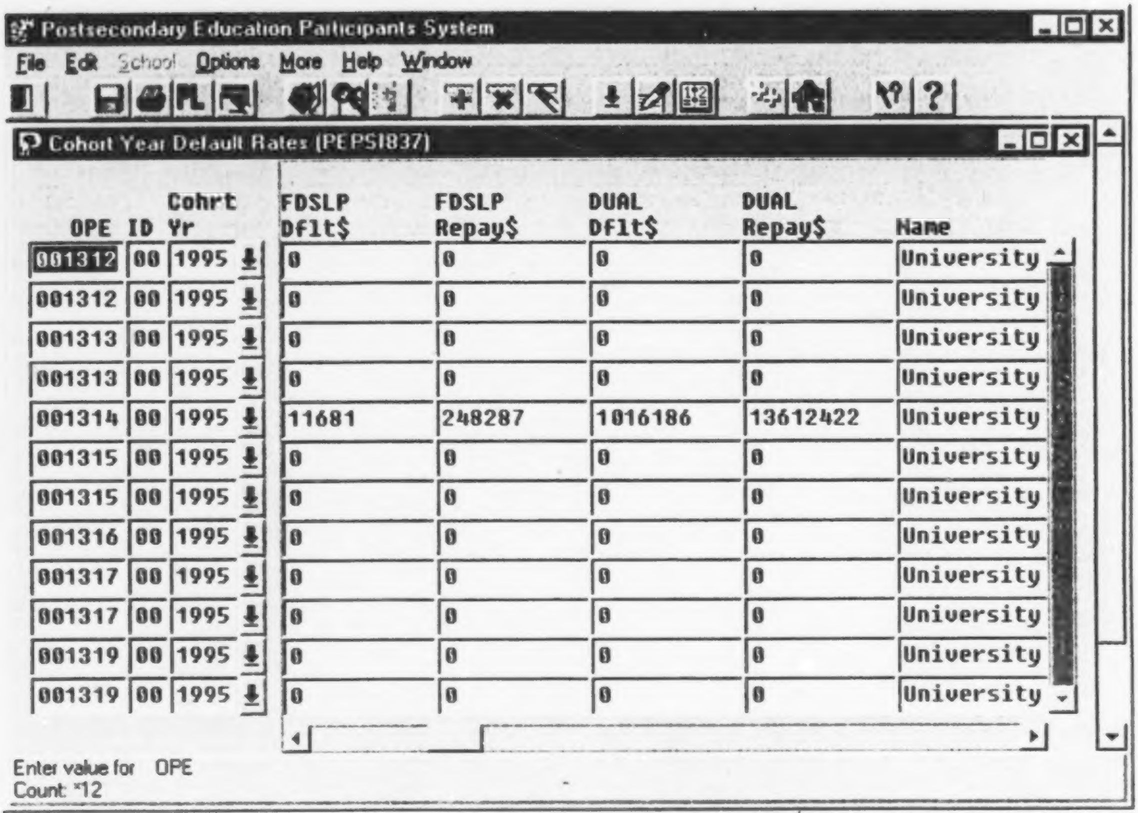
- Scroll to the right using the horizontal scroll bar to review all of the data columns. Refer to the figures below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	FDSLP Repay#	ICR#	DUAL Dflt#	DUAL Repay#	FFEL Dflt$	FFEL Repay$
001312	00	1995	0	0	0	0	0	0
001312	00	1995	0	0	0	0	2756108	2776243
001313	00	1995	0	0	0	0	0	0
001313	00	1995	0	0	0	0	1667403	1942548
001314	00	1995	102	0	145	1978	1004505	1336413
001315	00	1995	0	0	0	0	0	0
001315	00	1995	0	0	0	0	3159875	3293198
001316	00	1995	0	0	0	0	380144	3224950
001317	00	1995	0	0	0	0	0	0
001317	00	1995	0	0	0	0	618071	1305081
001319	00	1995	0	0	0	0	0	0
001319	00	1995	0	0	0	0	79534	5325158

Enter value for OPE
Count: *12

Figure 71 Cohort Year Default Rates scrolled to the right: (PEPSI837)


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	FDSLP Dflt$	FDSLP Repay$	DUAL Dflt$	DUAL Repay$	Name
001312	00	1995	0	0	0	0	University
001312	00	1995	0	0	0	0	University
001313	00	1995	0	0	0	0	University
001313	00	1995	0	0	0	0	University
001314	00	1995	11681	248287	1016186	13612422	University
001315	00	1995	0	0	0	0	University
001315	00	1995	0	0	0	0	University
001316	00	1995	0	0	0	0	University
001317	00	1995	0	0	0	0	University
001317	00	1995	0	0	0	0	University
001319	00	1995	0	0	0	0	University
001319	00	1995	0	0	0	0	University

Enter value for OPE
Count: *12

Figure 72 Cohort Year Default Rates scrolled a 2nd Time to the right: (PEPSI837)

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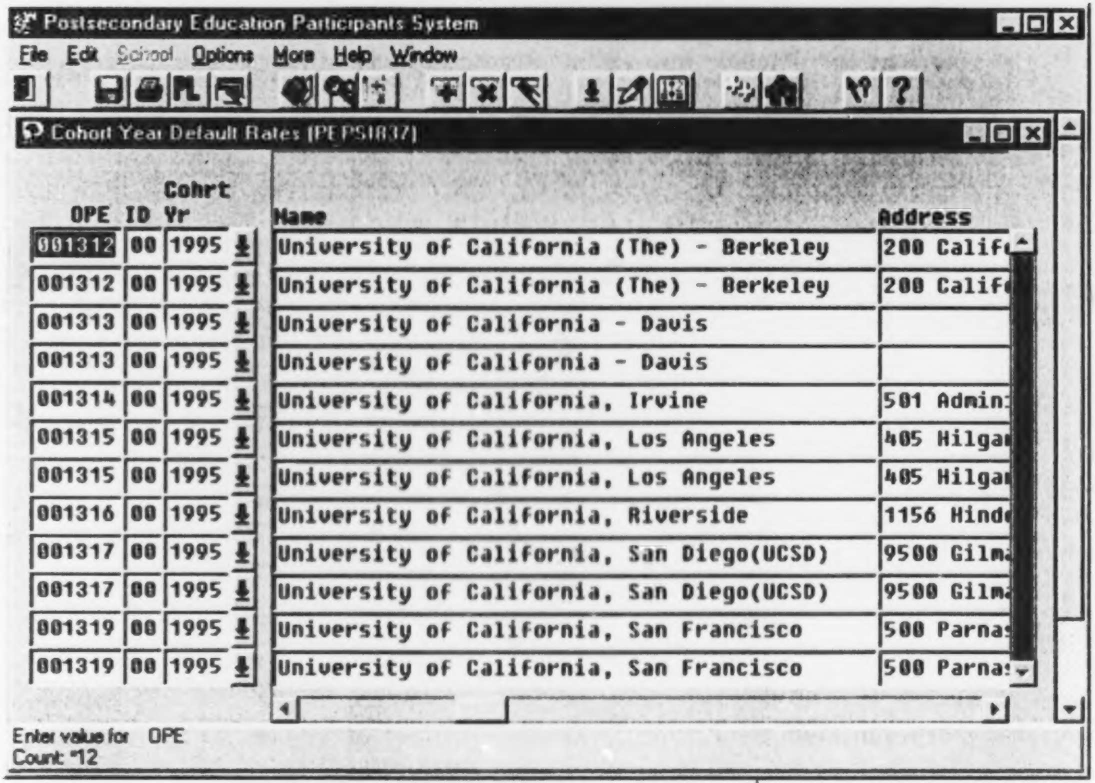
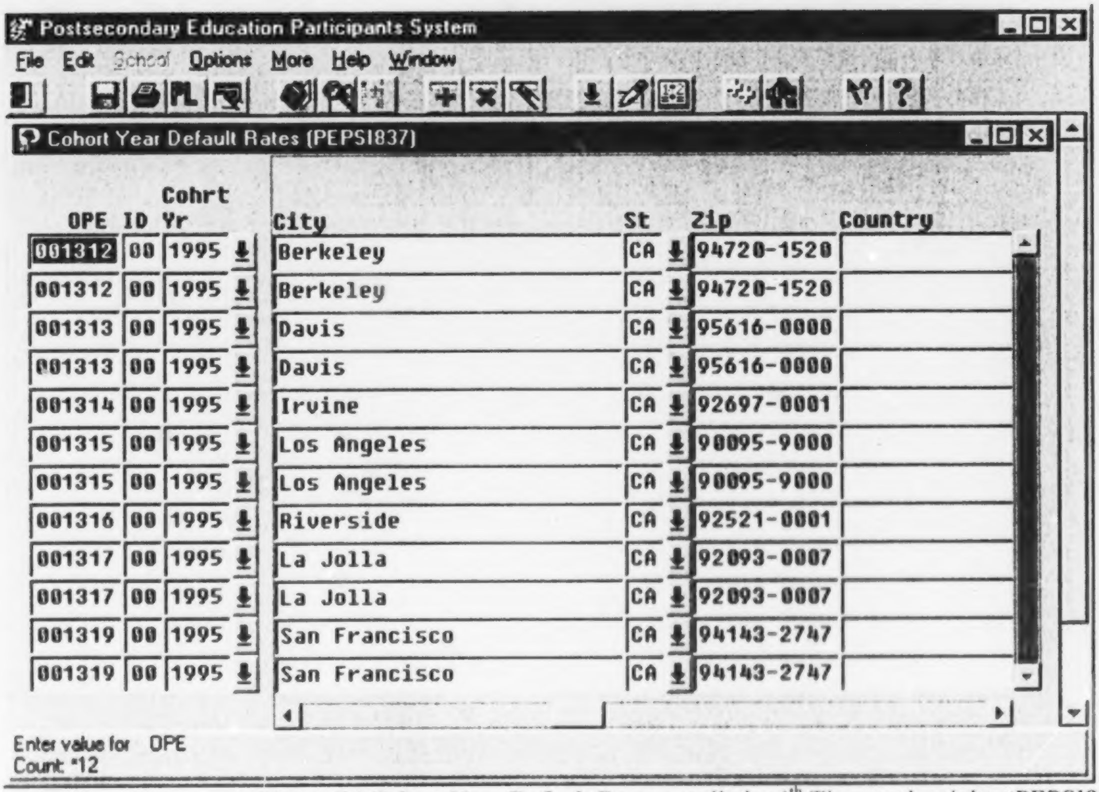

Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Name	Address
001312	00	1995	University of California (The) - Berkeley	200 Calif
001312	00	1995	University of California (The) - Berkeley	200 Calif
001313	00	1995	University of California - Davis	
001313	00	1995	University of California - Davis	
001314	00	1995	University of California, Irvine	501 Admin
001315	00	1995	University of California, Los Angeles	405 Hilga
001315	00	1995	University of California, Los Angeles	405 Hilga
001316	00	1995	University of California, Riverside	1156 Hind
001317	00	1995	University of California, San Diego(UCSD)	9500 Gilm
001317	00	1995	University of California, San Diego(UCSD)	9500 Gilm
001319	00	1995	University of California, San Francisco	500 Parna
001319	00	1995	University of California, San Francisco	500 Parna

Enter value for OPE
Count: *12

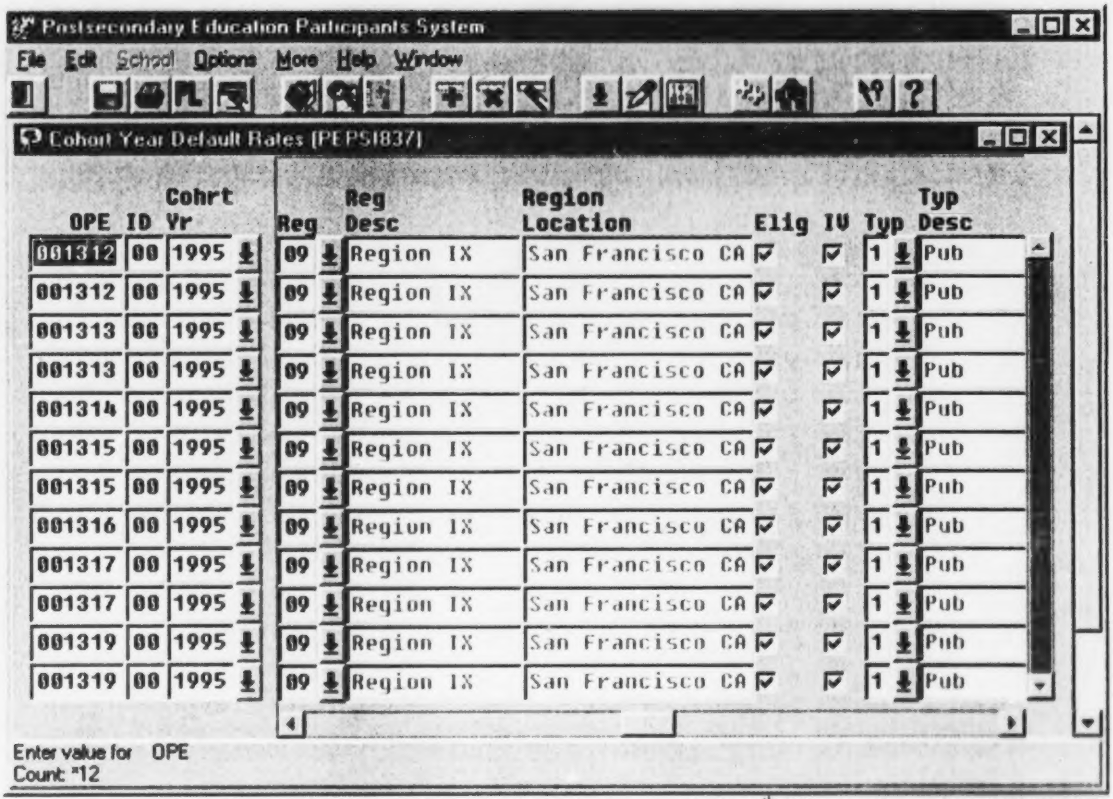
Figure 73 Cohort Year Default Rates scrolled a 3rd Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	City	St	Zip	Country
001312	00	1995	Berkeley	CA	94720-1520	
001312	00	1995	Berkeley	CA	94720-1520	
001313	00	1995	Davis	CA	95616-0000	
001313	00	1995	Davis	CA	95616-0000	
001314	00	1995	Irvine	CA	92697-0001	
001315	00	1995	Los Angeles	CA	90095-9000	
001315	00	1995	Los Angeles	CA	90095-9000	
001316	00	1995	Riverside	CA	92521-0001	
001317	00	1995	La Jolla	CA	92093-0007	
001317	00	1995	La Jolla	CA	92093-0007	
001319	00	1995	San Francisco	CA	94143-2747	
001319	00	1995	San Francisco	CA	94143-2747	

Enter value for OPE
Count: *12

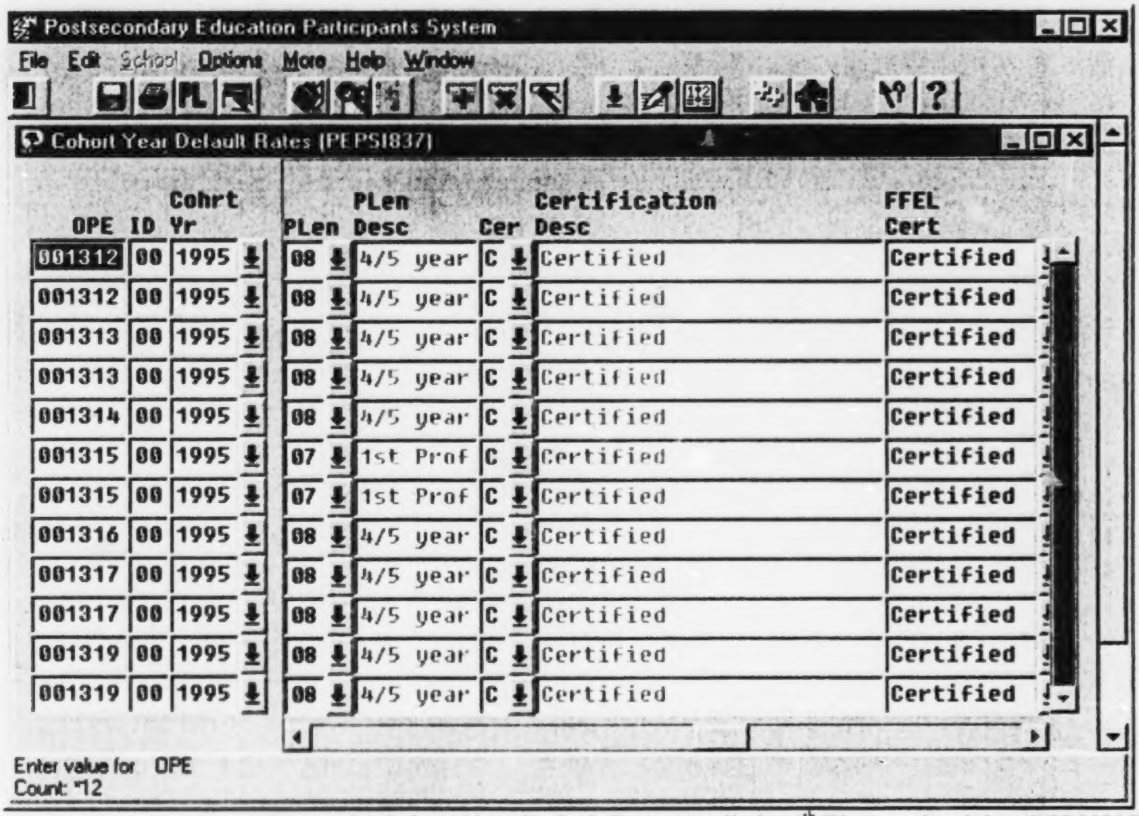
Figure 74 Cohort Year Default Rates scrolled a 4th Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Reg	Reg Desc	Region Location	Elig	IV	Typ	Typ Desc
001312	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001312	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001313	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001313	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001314	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001315	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001315	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001316	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001317	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001317	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001319	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001319	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub

Enter value for OPE
Count: *12

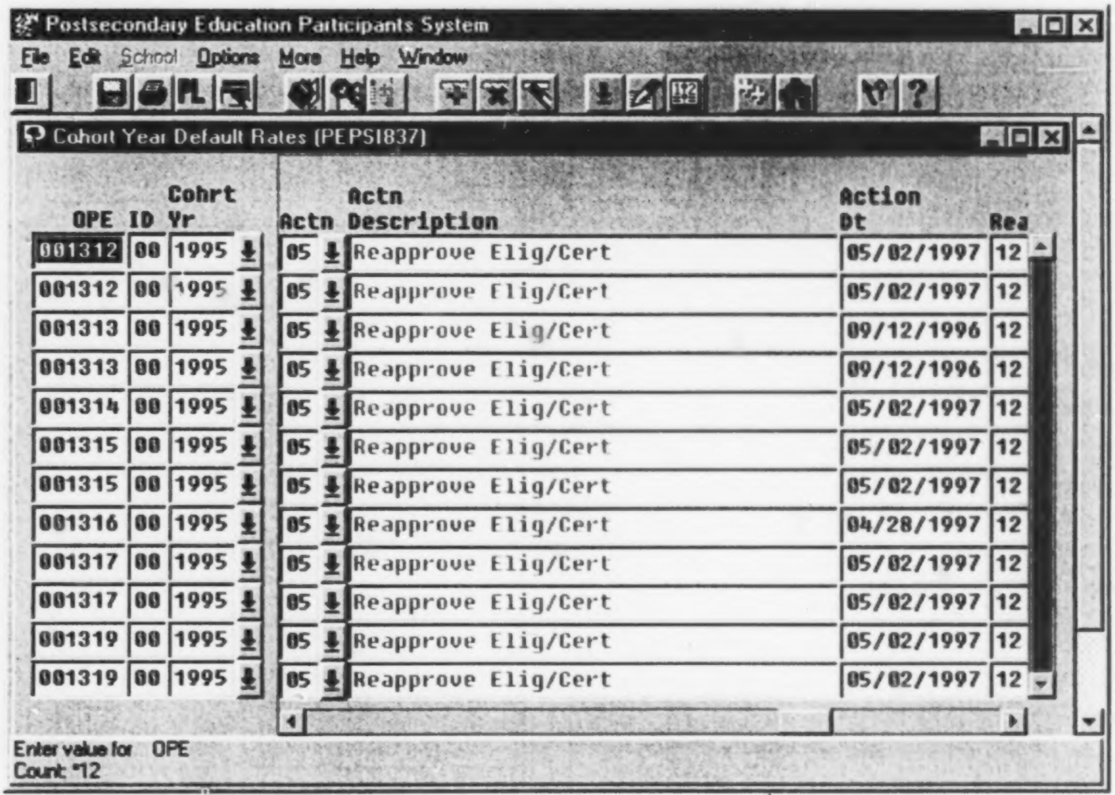
Figure 75 Cohort Year Default Rates scrolled a 5th Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	PLen	PLen Desc	Cer	Certification Desc	FFEL Cert
001312	00	1995	08	4/5 year	C	Certified	Certified
001312	00	1995	08	4/5 year	C	Certified	Certified
001313	00	1995	08	4/5 year	C	Certified	Certified
001313	00	1995	08	4/5 year	C	Certified	Certified
001314	00	1995	08	4/5 year	C	Certified	Certified
001315	00	1995	07	1st Prof	C	Certified	Certified
001315	00	1995	07	1st Prof	C	Certified	Certified
001316	00	1995	08	4/5 year	C	Certified	Certified
001317	00	1995	08	4/5 year	C	Certified	Certified
001317	00	1995	08	4/5 year	C	Certified	Certified
001319	00	1995	08	4/5 year	C	Certified	Certified
001319	00	1995	08	4/5 year	C	Certified	Certified

Enter value for: OPE
Count: *12

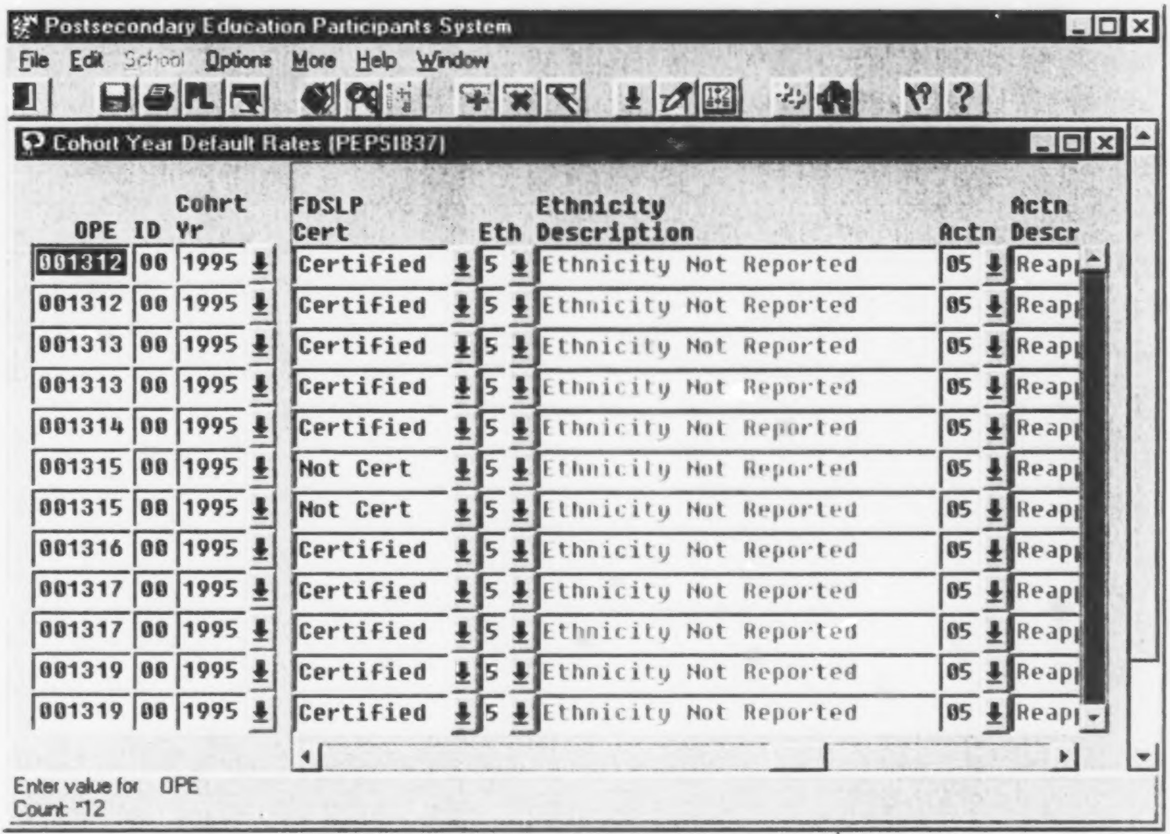
Figure 76 Cohort Year Default Rates scrolled a 6th Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Actn	Actn Description	Action Dt	Rea
001312	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001312	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001313	00	1995	05	Reapprove Elig/Cert	09/12/1996	12
001313	00	1995	05	Reapprove Elig/Cert	09/12/1996	12
001314	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001315	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001315	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001316	00	1995	05	Reapprove Elig/Cert	04/28/1997	12
001317	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001317	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001319	00	1995	05	Reapprove Elig/Cert	05/02/1997	12
001319	00	1995	05	Reapprove Elig/Cert	05/02/1997	12

Enter value for OPE
Count: *12

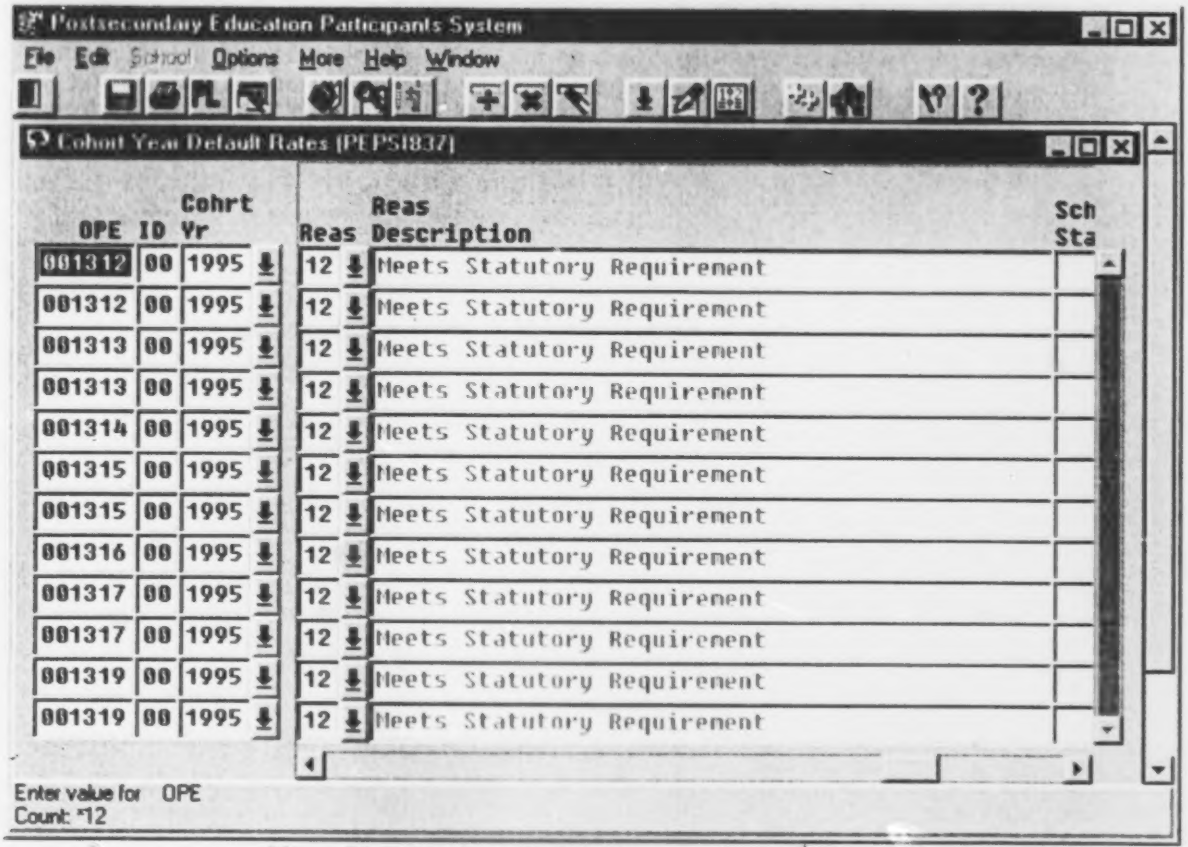
Figure 77 Cohort Year Default Rates scrolled a 7th Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	FDSLP Cert	Eth	Ethnicity Description	Actn	Actn Descr
001312	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001312	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001313	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001313	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001314	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001315	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001315	00	1995	Not Cert	5	Ethnicity Not Reported	05	Reap
001316	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001317	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001317	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001319	00	1995	Certified	5	Ethnicity Not Reported	05	Reap
001319	00	1995	Certified	5	Ethnicity Not Reported	05	Reap

Enter value for OPE
Count: *12

Figure 78 Cohort Year Default Rates scrolled an 8th Time to the right: (PEPSI837)

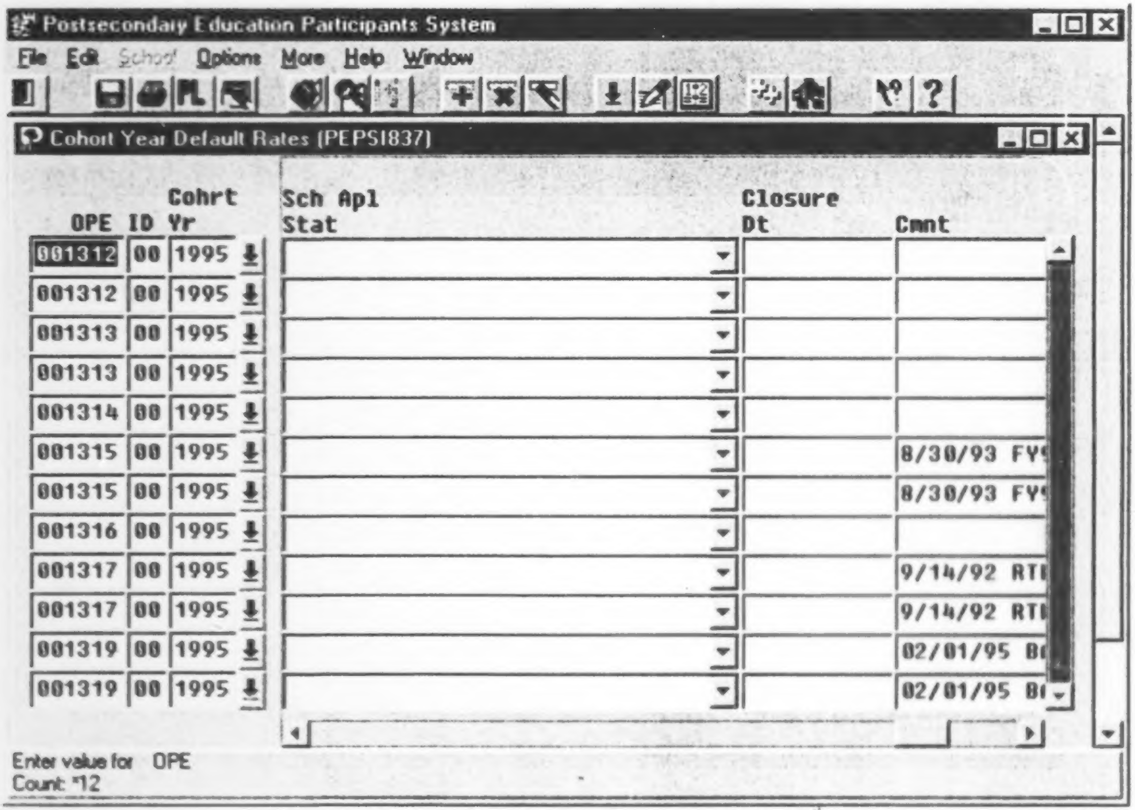

Postsecondary Education Participants System
File Edit School Options More Help Window

Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Reas	Reas Description	Sch Sta
001312	00	1995	12	Meets Statutory Requirement	
001312	00	1995	12	Meets Statutory Requirement	
001313	00	1995	12	Meets Statutory Requirement	
001313	00	1995	12	Meets Statutory Requirement	
001314	00	1995	12	Meets Statutory Requirement	
001315	00	1995	12	Meets Statutory Requirement	
001315	00	1995	12	Meets Statutory Requirement	
001316	00	1995	12	Meets Statutory Requirement	
001317	00	1995	12	Meets Statutory Requirement	
001317	00	1995	12	Meets Statutory Requirement	
001319	00	1995	12	Meets Statutory Requirement	
001319	00	1995	12	Meets Statutory Requirement	

Enter value for OPE
Count: *12

Figure 79 Cohort Year Default Rates scrolled a 9th Time to the right: (PEPSI837)

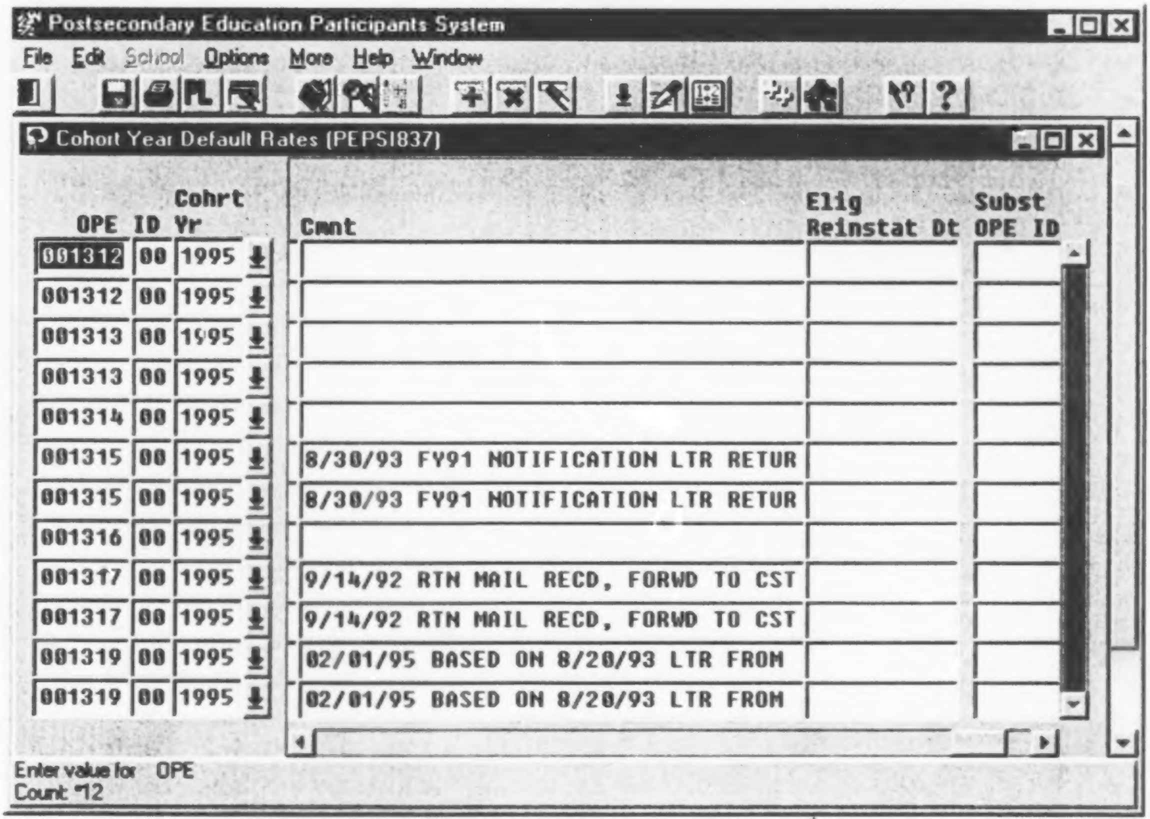

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Sch Apl Stat	Closure Dt	Cmnt
001312	00	1995			
001312	00	1995			
001313	00	1995			
001313	00	1995			
001314	00	1995			
001315	00	1995			8/30/93 FY
001315	00	1995			8/30/93 FY
001316	00	1995			
001317	00	1995			9/14/92 RT
001317	00	1995			9/14/92 RT
001319	00	1995			02/01/95 B
001319	00	1995			02/01/95 B

Enter value for OPE
Count: *12

Figure 80 Cohort Year Default Rates scrolled a 10th Time to the right: (PEPSI837)

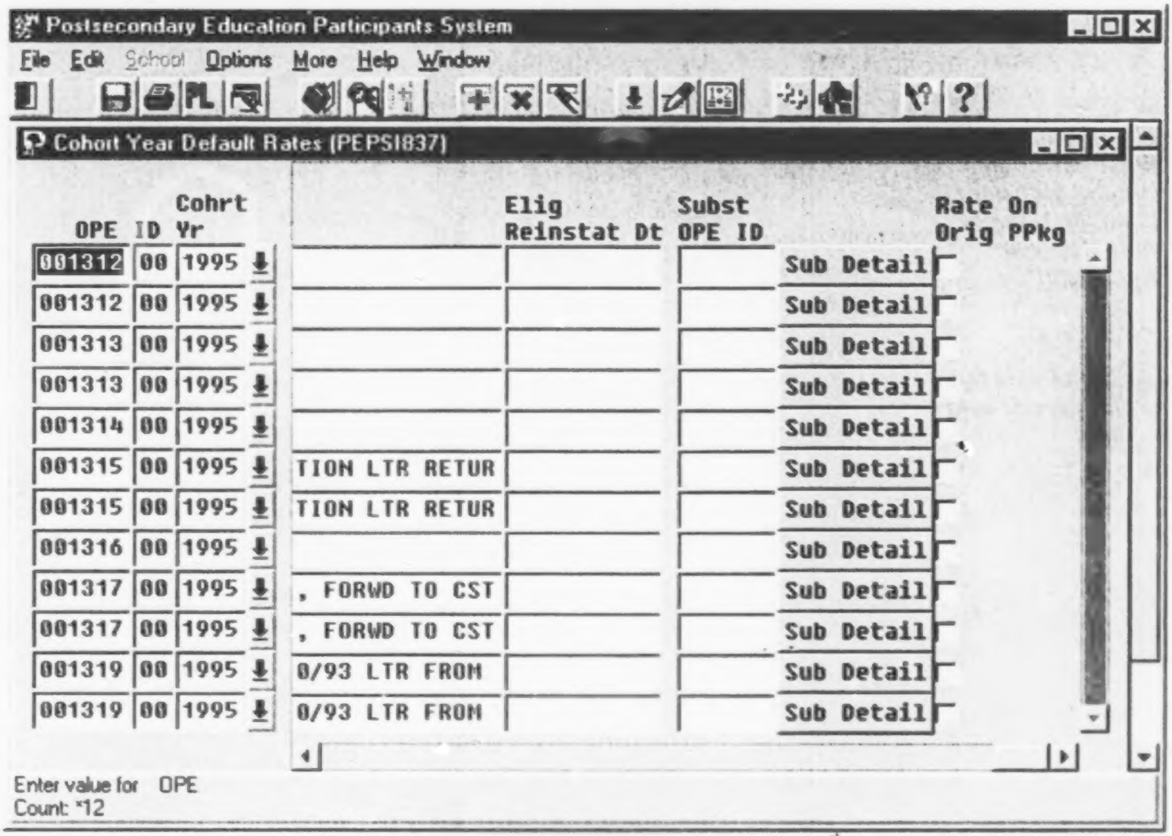
BEST COPY AVAILABLE


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr	Cmnt	Elig Reinstat Dt	Subst OPE ID
001312	00	1995			
001312	00	1995			
001313	00	1995			
001313	00	1995			
001314	00	1995			
001315	00	1995	8/30/93 FY91 NOTIFICATION LTR RETUR		
001315	00	1995	8/30/93 FY91 NOTIFICATION LTR RETUR		
001316	00	1995			
001317	00	1995	9/14/92 RTN MAIL RECD, FORWD TO CST		
001317	00	1995	9/14/92 RTN MAIL RECD, FORWD TO CST		
001319	00	1995	02/01/95 BASED ON 8/20/93 LTR FROM		
001319	00	1995	02/01/95 BASED ON 8/20/93 LTR FROM		

Enter value for OPE
Count: *12

Figure 81 Cohort Year Default Rates scrolled an 11th Time to the right: (PEPSI837)


Postsecondary Education Participants System
File Edit School Options More Help Window
Cohort Year Default Rates (PEPSI837)

OPE	ID	Cohrt Yr		Elig Reinstat Dt	Subst OPE ID		Rate On Orig PPkg
001312	00	1995				Sub Detail	☐
001312	00	1995				Sub Detail	☐
001313	00	1995				Sub Detail	☐
001313	00	1995				Sub Detail	☐
001314	00	1995				Sub Detail	☐
001315	00	1995	TION LTR RETUR			Sub Detail	☐
001315	00	1995	TION LTR RETUR			Sub Detail	☐
001316	00	1995				Sub Detail	☐
001317	00	1995	, FORWD TO CST			Sub Detail	☐
001317	00	1995	, FORWD TO CST			Sub Detail	☐
001319	00	1995	0/93 LTR FROM			Sub Detail	☐
001319	00	1995	0/93 LTR FROM			Sub Detail	☐

Enter value for OPE
Count: *12

Figure 82 Cohort Year Default Rates scrolled a 12th Time to the right: (PEPSI837)

Displaying Substitution Rates

- When a school has substitution rates, an OPE ID will be displayed in the *Subst OPEID* column. Pressing the *Sub Detail* button shows the default data for the substitution rate school.

Warning!!! ALWAYS Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

- Use the vertical scroll bar to the right of the block to scan through the set of schools/rates found by the query.
- Repeat this process to find new sets of data.

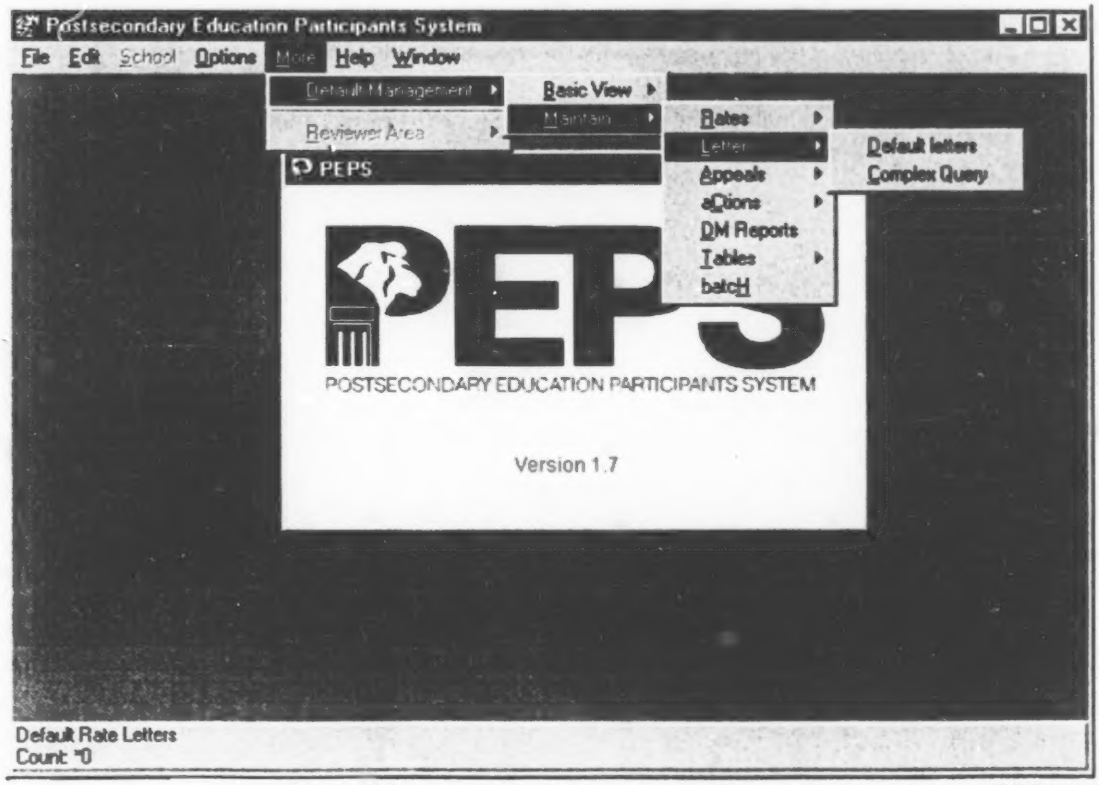
Find a set of data by Rate and School data Combined

2. Execute queries based on Rate and School data simultaneously.
   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on rate data (e.g. Rate% > 40.1 and Off Ind is checked) and school data only (e.g. Name like "%Design% " and/or State="WI") then press the "Find" button.
   - Notice that this allows a distinct set of data to be located (e.g. all schools/Rates in Wisconsin where the rate is > 40.1% and the name of the school contains the word "Design").

5 Maintain Default Letters

The purpose of this section is to demonstrate the online functions available to the Default Management staff to maintain Default Rate Letter Data for individual schools, which have a default rate (as calculated by NSLDS). This section is only open to users who have been granted access to the Default Management / Maintain menu. Certain users will have access to the query only version of these forms, but never the update versions. This is consistent with standard PEPS security.

The following windows display the PEPS Default Management / Maintain / Maintain Letters menu.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Default Management
Reviewer Area
Basic View
Maintain
Rates
Letter
Appeals
aCtions
DM Reports
Tables
batcH
Default letters
Complex Query
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Default Rate Letters
Count: *0

Figure 83 PEPS Menu: *Default Management Menu / Maintain Letters (PEPSMAIN)*

5.1 Maintain Default Rate Letter Data (PEPSD825, PEPSI825)

The purpose of this screen is to maintain Default Rate Letter Data for individual schools, which have a default rate (as calculated by NSLDS). This form is only open to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Default Rates for a school.

Accessing the Default Letters Screen

- Select *More / Default Management / Maintain / Letters / Default Letters* from the PEPS menu. The figure below displays the PEPS menu path.

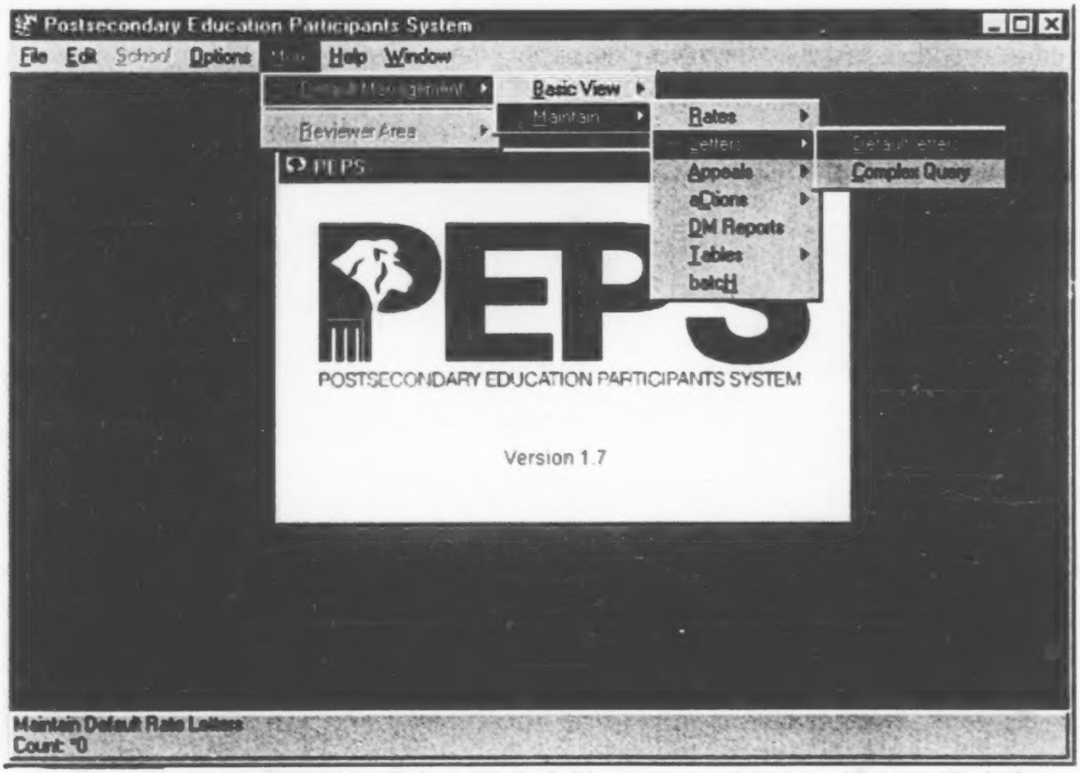
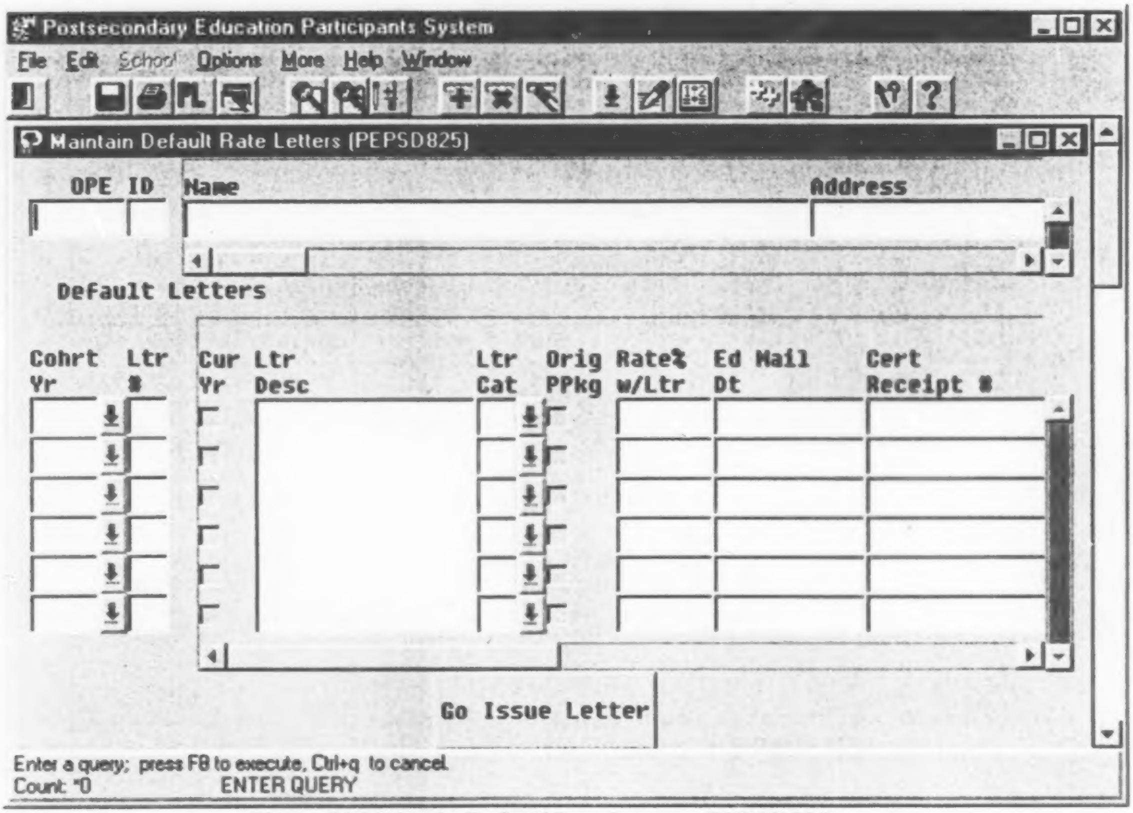

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Default Management
Reviewer Area
Basic View
Maintain
Rates
Letters
Appeals
aCtions
DM Reports
Tables
batcH
Default Letters
Complex Query
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Maintain Default Rate Letters
Count: 0

Figure 84 PEPS Menu: *More / Default Management / Maintain / Letters / Default Letters (PEPSMAIN)*

The *Maintain Default Rate Letters* window appears as displayed below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Maintain Default Rate Letters (PEPSD825)
OPE ID
Name
Address
Default Letters
Cohrt Yr
Ltr #
Cur Yr
Ltr Desc
Ltr Cat
Orig PPkg
Rate% w/Ltr
Ed Mail Dt
Cert Receipt #
Go Issue Letter

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 85 Maintain Default Rate Letters: (PEPSD825)

Layout and Organization of Information on this Screen

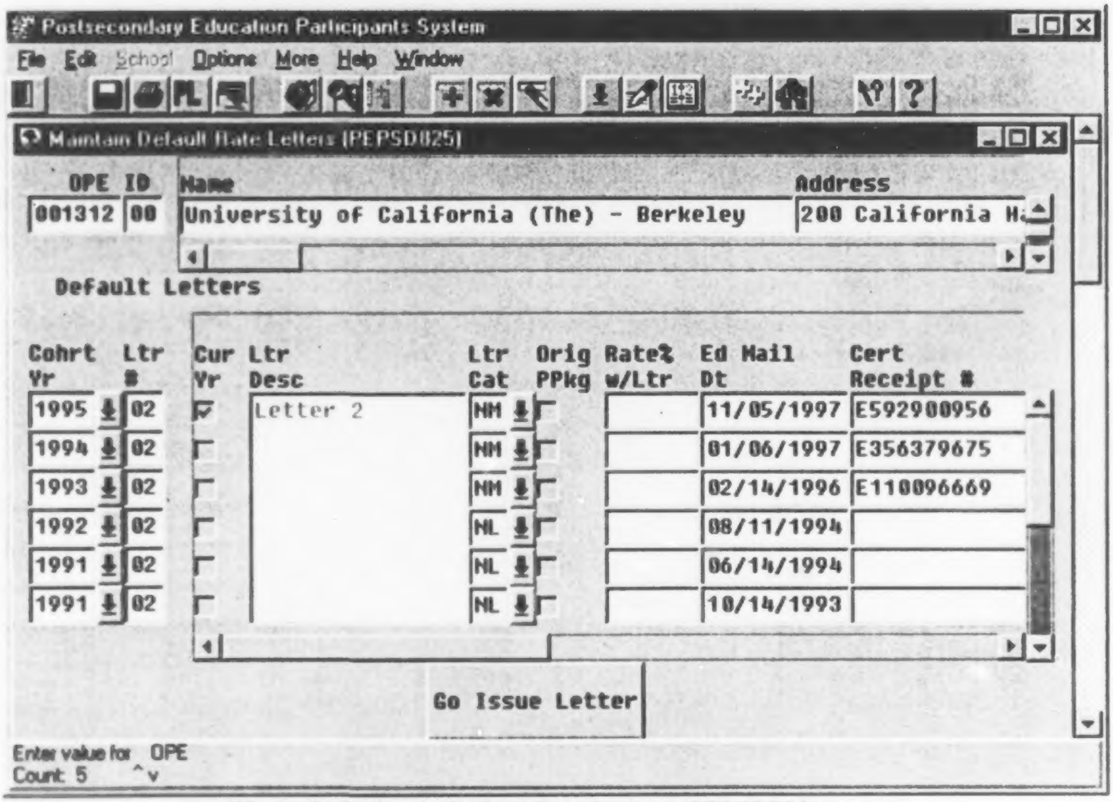
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Default Letters area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or Default Letters.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the Letters displayed in the Default Letters block belong to the one school displayed in the "School" block. Refer to the Figure below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Letters (PEPSD825)
Go Issue Letter

OPE	ID	Name	Address
001312	00	University of California (The) - Berkeley	200 California Ha

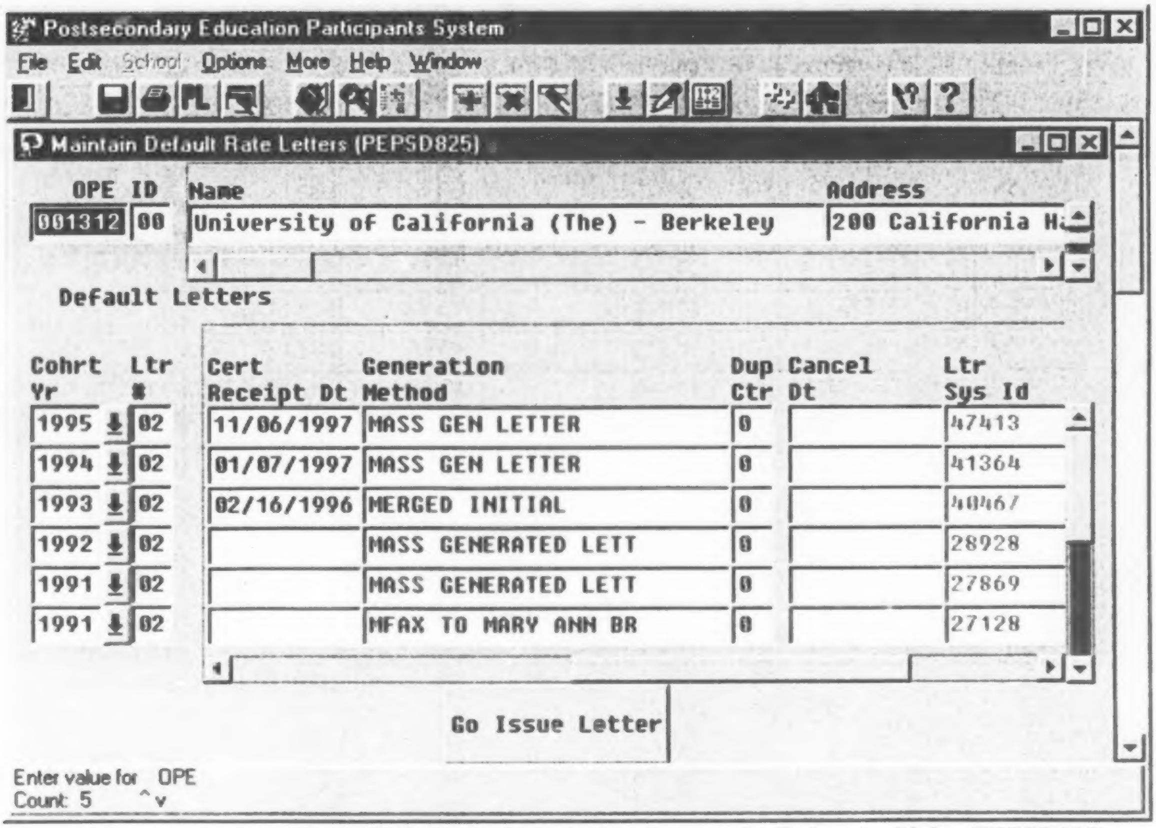
Default Letters

Cohrt Yr	Ltr #	Cur Yr	Ltr Desc	Ltr Cat	Orig PPkg	Rate% w/Ltr	Ed Mail Dt	Cert Receipt #
1995	02	☑	Letter 2	NM	☐		11/05/1997	E592900956
1994	02	☐		NM	☐		01/06/1997	E356379675
1993	02	☐		NM	☐		02/14/1996	E110096669
1992	02	☐		NL	☐		08/11/1994	
1991	02	☐		NL	☐		06/14/1994	
1991	02	☐		NL	☐		10/14/1993	

Enter value for OPE
Count: 5 ^v

Figure 86 Maintain Default Rate Letters: (PEPSD825)

Scroll to the right to view all of the columns on the form. Refer to the figures below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Letters (PEPSD825)
Go Issue Letter

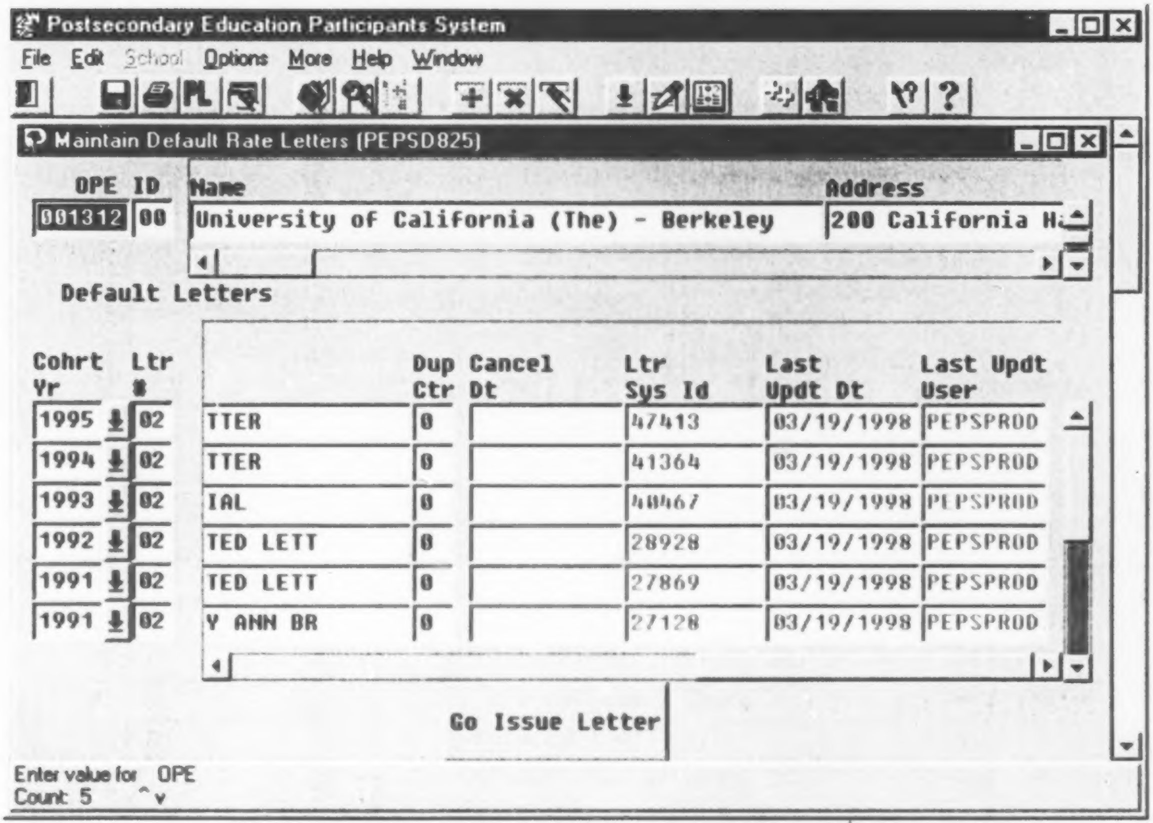
OPE	ID	Name	Address
001312	00	University of California (The) - Berkeley	200 California H

Default Letters

Cohrt Yr	Ltr #	Cert Receipt Dt	Generation Method	Dup Ctr	Cancel Dt	Ltr Sys Id
1995	02	11/06/1997	MASS GEN LETTER	0		47413
1994	02	01/07/1997	MASS GEN LETTER	0		41364
1993	02	02/16/1996	MERGED INITIAL	0		40467
1992	02		MASS GENERATED LETT	0		28928
1991	02		MASS GENERATED LETT	0		27869
1991	02		MFAX TO MARY ANN BR	0		27128

Enter value for OPE
Count: 5 ^v

Figure 87 Maintain Default Rate Letters scrolled to the Right: (PEPSD825)


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Letters (PEPSD825)
Go Issue Letter

OPE ID		Name	Address
001312	00	University of California (The) - Berkeley	200 California Ha

Default Letters

Cohrt Yr	Ltr #		Dup Ctr	Cancel Dt	Ltr Sys Id	Last Updt Dt	Last Updt User
1995	02	TTER	0		47413	03/19/1998	PEPSPROD
1994	02	TTER	0		41364	03/19/1998	PEPSPROD
1993	02	IAL	0		40467	03/19/1998	PEPSPROD
1992	02	TED LETT	0		28928	03/19/1998	PEPSPROD
1991	02	TED LETT	0		27869	03/19/1998	PEPSPROD
1991	02	Y ANN BR	0		27128	03/19/1998	PEPSPROD

Enter value for OPE
Count: 5

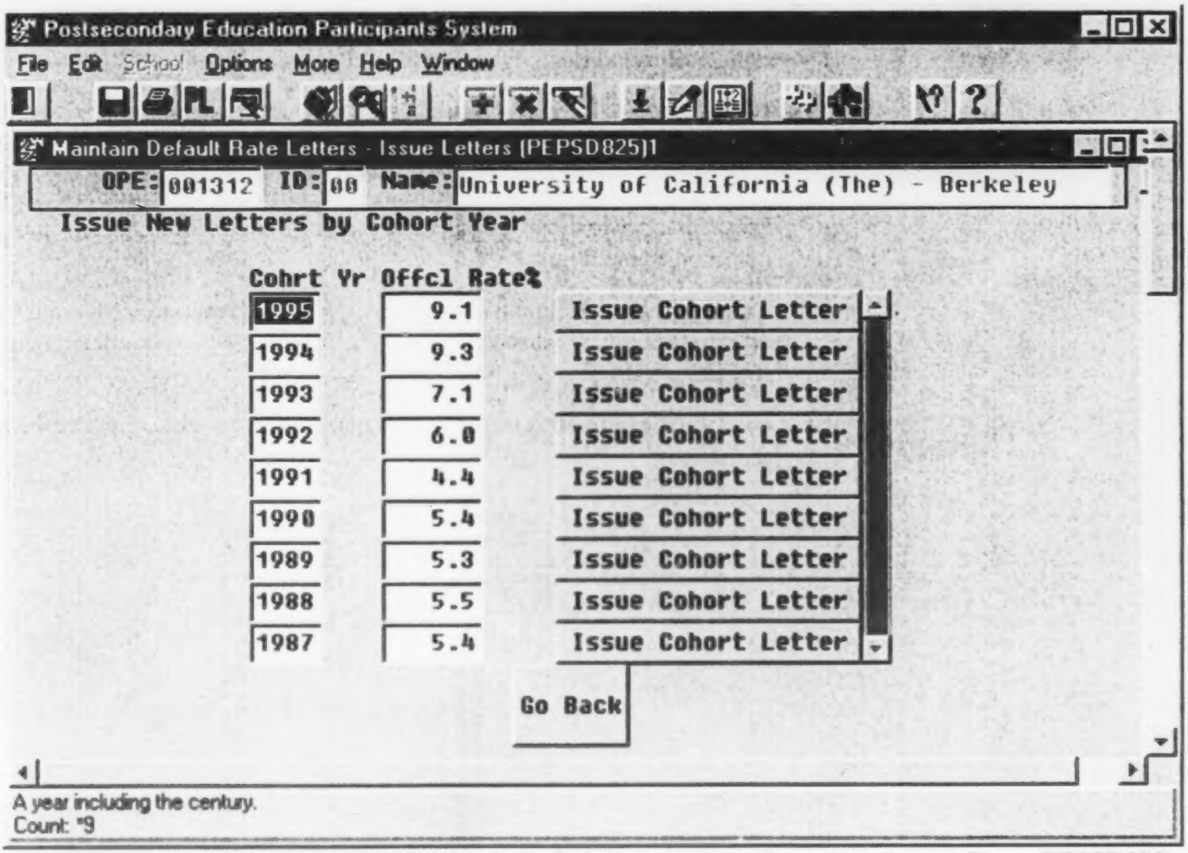
Figure 88 Maintain Default Rate Letters scrolled a 2nd Time to the Right: (PEPSD825)

Selecting a School for Letter Review

1. Select a School by Querying the School Block.
   - Type in the OPE ID and press the "Find" button.
   - Notice that the school information appears in the main "school-block" of the form. A block is a section of data that is logically, and usually physically, related.
   - Notice that Default Rate Letters appear in the next block.

Issuing a new Letter

2. Enter Default Management Letter records.
   - Navigate to the Default Letters block on the window.
   - New Default Letter rows cannot be inserted in the normal manner (i.e, the Insert button *{Green Plus Sign}* is always disabled).
   - Click the "Go Issue Letter" button to advance to *the Issue New Letters by Cohort Year* window. Refer to the figure below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Default Rate Letters - Issue Letters (PEPSD825)1
Go Back

OPE: 001312 **ID:** 00 **Name:** University of California (The) - Berkeley

Issue New Letters by Cohort Year

Cohrt Yr	Offcl Rate%	
1995	9.1	Issue Cohort Letter
1994	9.3	Issue Cohort Letter
1993	7.1	Issue Cohort Letter
1992	6.0	Issue Cohort Letter
1991	4.4	Issue Cohort Letter
1990	5.4	Issue Cohort Letter
1989	5.3	Issue Cohort Letter
1988	5.5	Issue Cohort Letter
1987	5.4	Issue Cohort Letter

A year including the century.
Count: *9

Figure 89 Maintain Default Rate Letters – Issue New Letters Page: (PEPSD825)

Warning!!! Do not generate Letters for cohort years prior to 1996.

- *Do not generate Letters for cohort years prior to 1996. Pre–1995 letter determination rules are not defined, while 1995 determination rules were defined for testing purposes only.* Press the "Issue Cohort Letter" button next to the correct cohort year.
- The *Maintain Default Rate Letters* window again appears. The newly issued letter will be visible in the letter history. Verify that the system assigned the correct letter number.
- The system will create a new letter record marked as "Duplicate" with column, Dup Ctr, incremented if the letter number assigned by the system is a duplicate of the existing letter record. For a duplicate to be counted, it must have the same letter number and cohort year.
- Note that Letters can never be deleted.

Modifying Existing Letter Data

1. Modify Default Management Letter records.

Note that the system does not let you change non-modifiable fields.

- Locate Letters for the desired OPE ID by entering selection criteria in the School block while in query mode, and pressing the "Find" button.
- Navigate to the Default-Rate Letter data block on the *Maintain Default Rate Letters* window.
- Locate the Fields in the Default-Rate Letter data block, which are modifiable. Make changes to those fields. Note that the system does not let you change non-modifiable fields.
- Verify that those columns that can be modified (Generation Method, Cancel Dt) are the columns that should be modifiable; and that they accept only legitimate values.
- Click the Save button (Blue Diskette) on the toolbar to save the new rate for the school.

5.2 Complex Query Default Rate Letter Data (PEPSI826)

The purpose of this function is to query on both school and letter criteria to identify detailed default letter data. This option will be available only to users who have been granted access to the Default Management / Maintain. The form itself allows data to be displayed for multiple schools at a time if those schools share common data features.

It provides a powerful query capability against a large and comprehensive view of the letter data maintained by DMD.

1. Search for the Default Letters for a school.

Accessing the Letters Complex Query Screen

- Select *More / Default Management / Maintain / Letters / Complex Query* from the PEPS menu. The figure below displays the PEPS menu path.

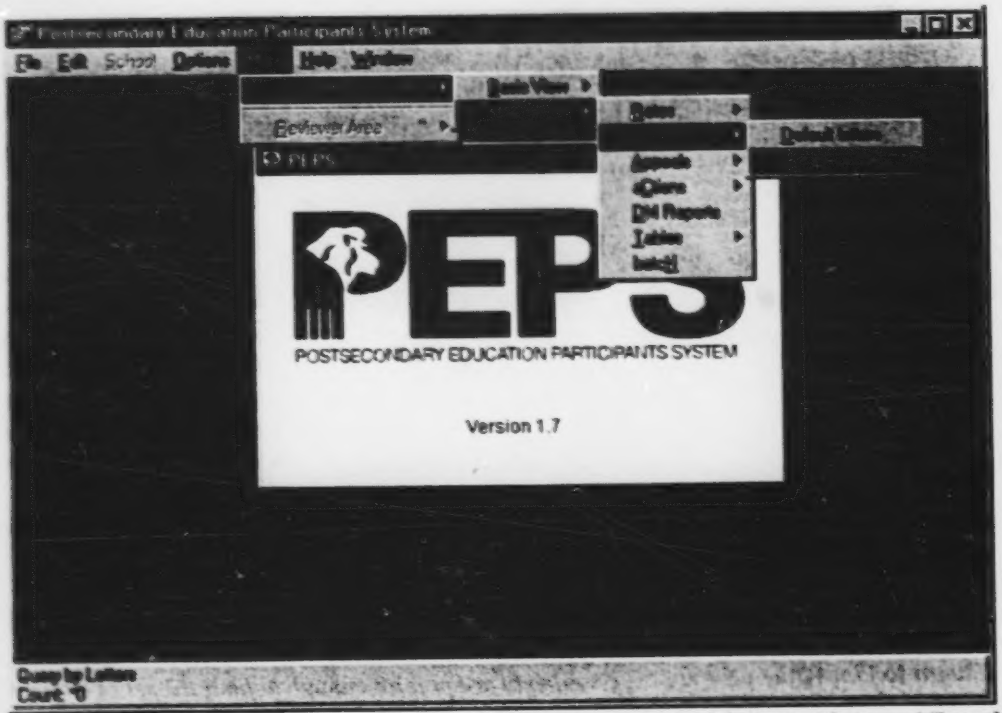
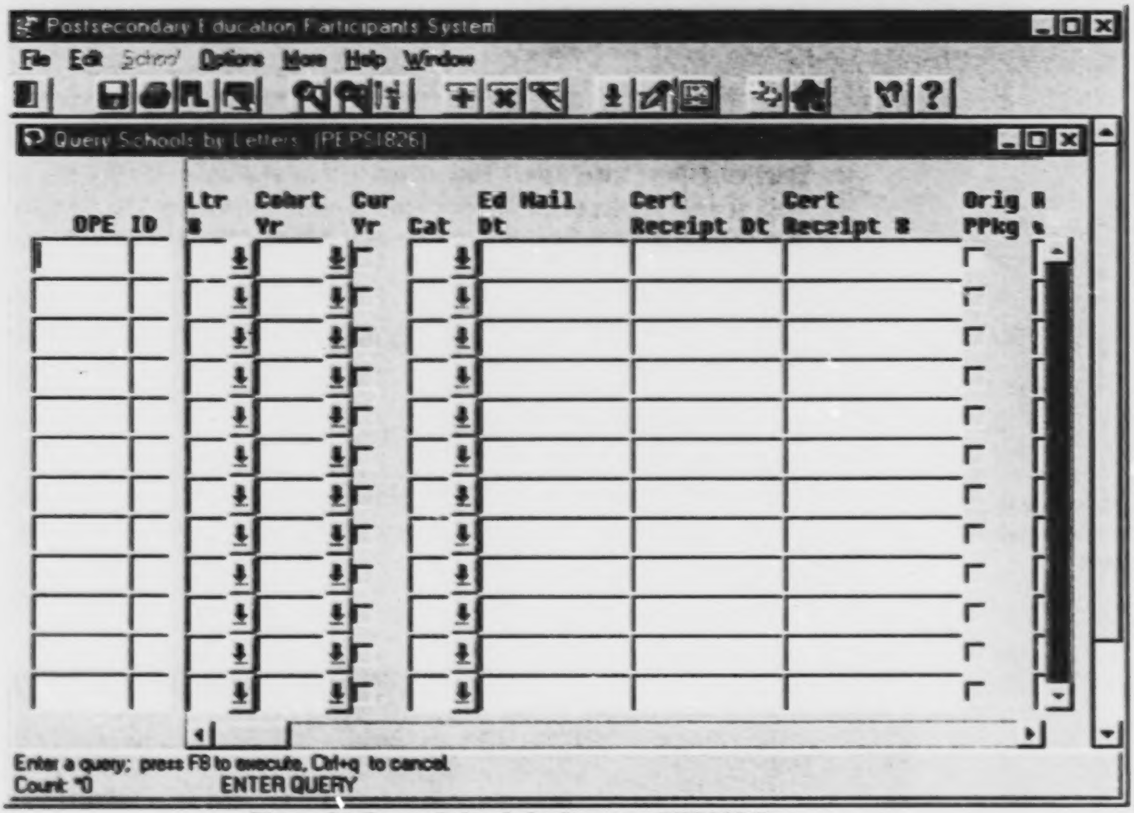

Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Reviewer Area
Basic View
Rates
Default Letters
Appeals
DM Reports
Tables
Batch
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Query by Letters
Count: *0

Figure 90 PEPS Menu: *More / Default Management / Maintain / Letters / Complex Query (PEPSMAIN)*

- The Query Schools by Letters window appears as displayed below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Query Schools by Letters (PEPS1826)
OPE ID
Ltr #
Cohrt Yr
Cur Yr
Cat
Ed Mail Dt
Cert Receipt Dt
Cert Receipt #
Orig PPkg
R s

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 91 Query Schools by Letters: (PEPS826)

Layout and Organization of Information on this Screen

- Notice that only one block of data appears on this form. A block is a section of data that is logically, and usually physically, related.

- Notice that the single block data area contains both School and Rate data; this means that school information will be repeated, i.e., the name of the a school will be repeated for each row of default rate data displayed.

Enter Selection Criteria

2. The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools / letters.

Warning!!! Enter Selection Criteria Sufficient to Limit the Number of Rate Records Returned!!!

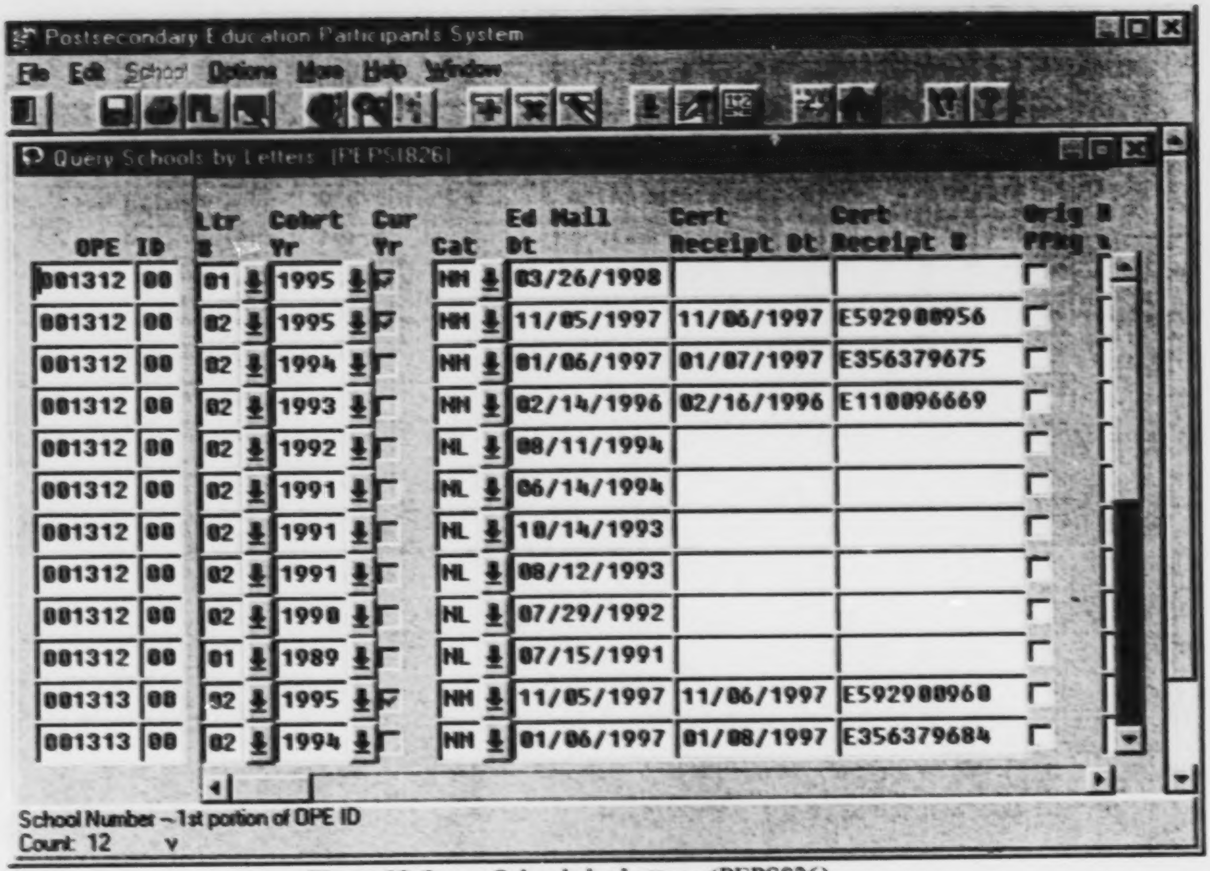
- Enter selection criteria in the data block (e.g., 00131% for OPE ID). *Warning, there are tens of thousands of letters. Make sure that the selection criteria are precise enough to limit the set of letters you want displayed on the screen. Non-specific selection criteria may produce a response time of several minutes.* Execute the query by pressing the Find button (the magnifying glass).

99

- Bear in mind that each column in which selection criteria is entered will affect the outcome of the query, i.e., each school/letter must be true for selection criteria A and B and C and….

Viewing the Data

- Notice that the letters displayed in this single block screen belong to different schools as indicated by the OPE ID column. Refer to the Figure below.

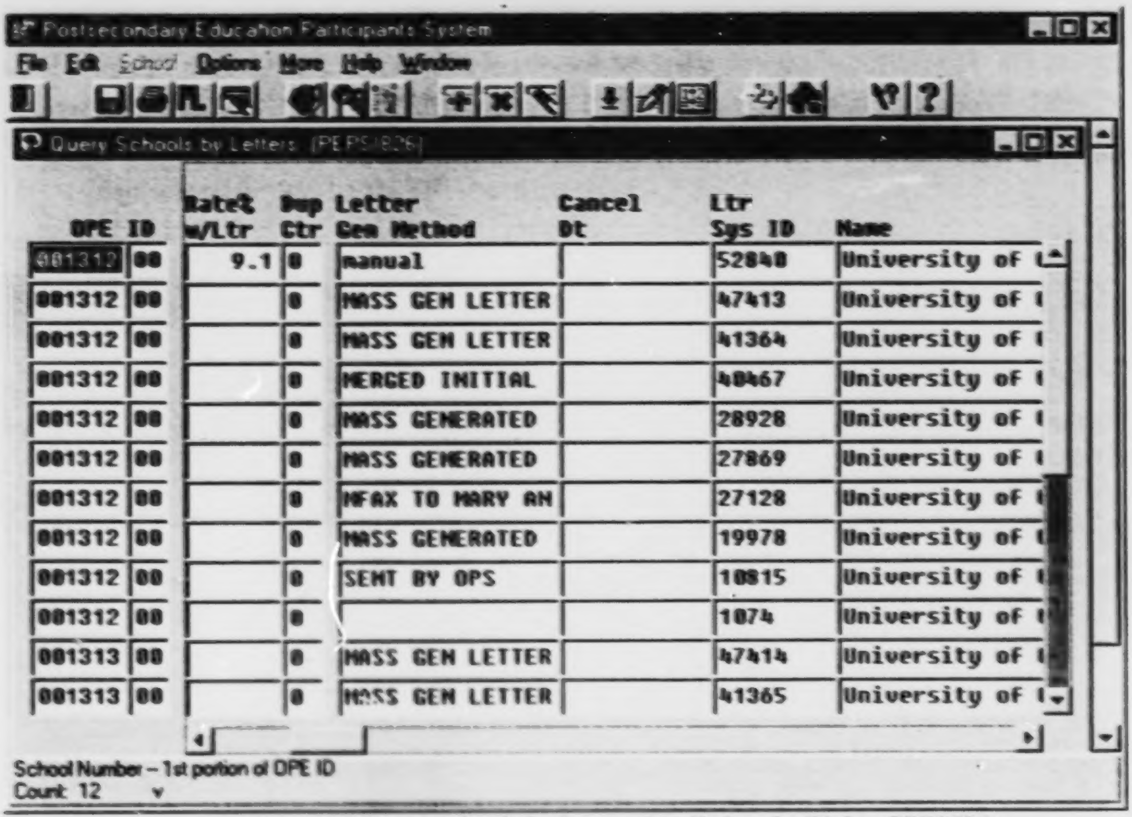

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Query Schools by Letters (PEPS826)

OPE	ID	Ltr #	Cohrt Yr	Cur Yr	Cat	Ed Mail Dt	Cert Receipt Dt	Cert Receipt #	Orig PPkg
001312	00	01	1995	☑	NM	03/26/1998			☐
001312	00	02	1995	☑	NM	11/05/1997	11/06/1997	E592900956	☐
001312	00	02	1994	☐	NM	01/06/1997	01/07/1997	E356379675	☐
001312	00	02	1993	☐	NM	02/14/1996	02/16/1996	E110096669	☐
001312	00	02	1992	☐	NL	08/11/1994			☐
001312	00	02	1991	☐	NL	06/14/1994			☐
001312	00	02	1991	☐	NL	10/14/1993			☐
001312	00	02	1991	☐	NL	08/12/1993			☐
001312	00	02	1990	☐	NL	07/29/1992			☐
001312	00	01	1989	☐	NL	07/15/1991			☐
001313	00	02	1995	☑	NM	11/05/1997	11/06/1997	E592900960	☐
001313	00	02	1994	☐	NM	01/06/1997	01/08/1997	E356379684	☐

School Number – 1st portion of OPE ID
Count: 12 v

Figure 92 Query Schools by Letters: (PEPS826)

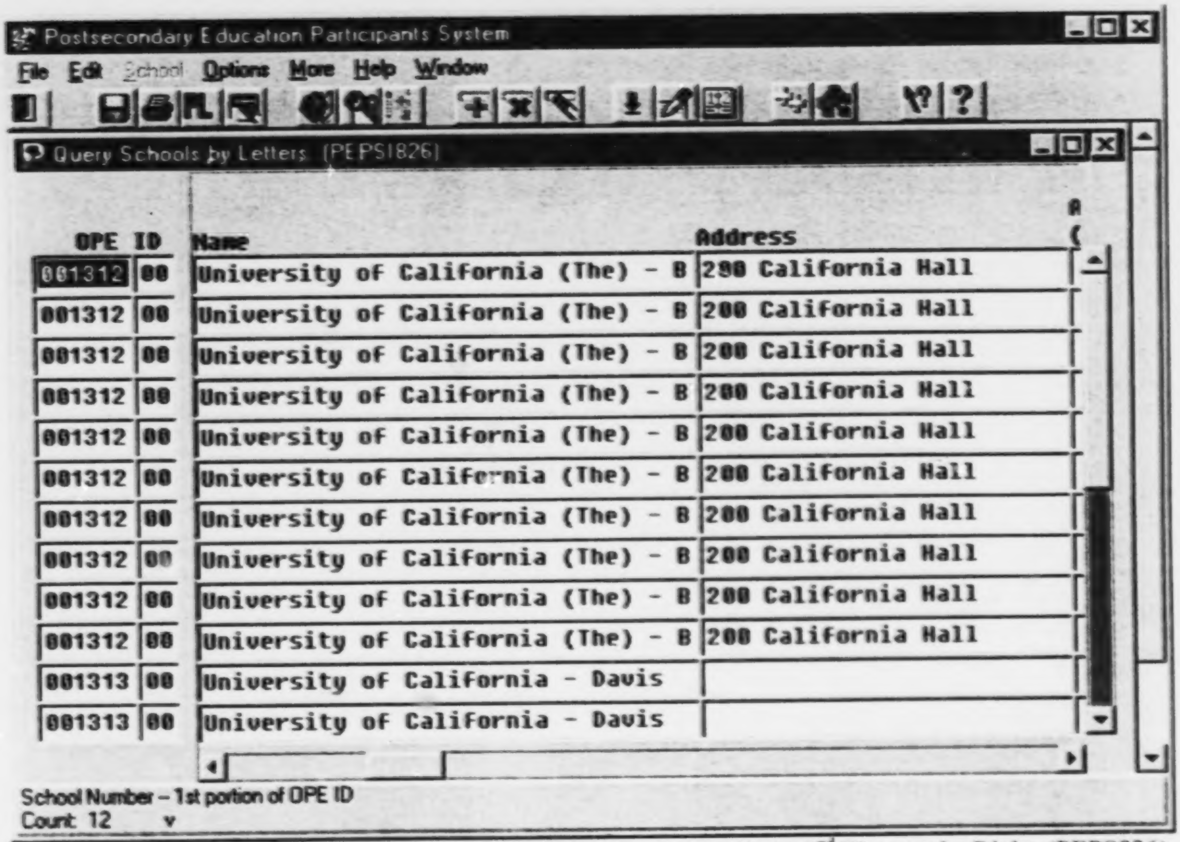
Scroll to the right using the horizontal scroll bar to review all of the data columns. Refer to the figures below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Query Schools by Letters (PEPS826)

OPE	ID	Rate% w/Ltr	Dup Ctr	Letter Gen Method	Cancel Dt	Ltr Sys ID	Name
001312	00	9.1	0	manual		52840	University of
001312	00		0	MASS GEN LETTER		47413	University of
001312	00		0	MASS GEN LETTER		41364	University of
001312	00		0	MERGED INITIAL		40467	University of
001312	00		0	MASS GENERATED		28928	University of
001312	00		0	MASS GENERATED		27869	University of
001312	00		0	MFAX TO MARY AN		27128	University of
001312	00		0	MASS GENERATED		19978	University of
001312	00		0	SENT BY OPS		10815	University of
001312	00		0			1074	University of
001313	00		0	MASS GEN LETTER		47414	University of
001313	00		0	MASS GEN LETTER		41365	University of

School Number – 1st portion of OPE ID
Count: 12

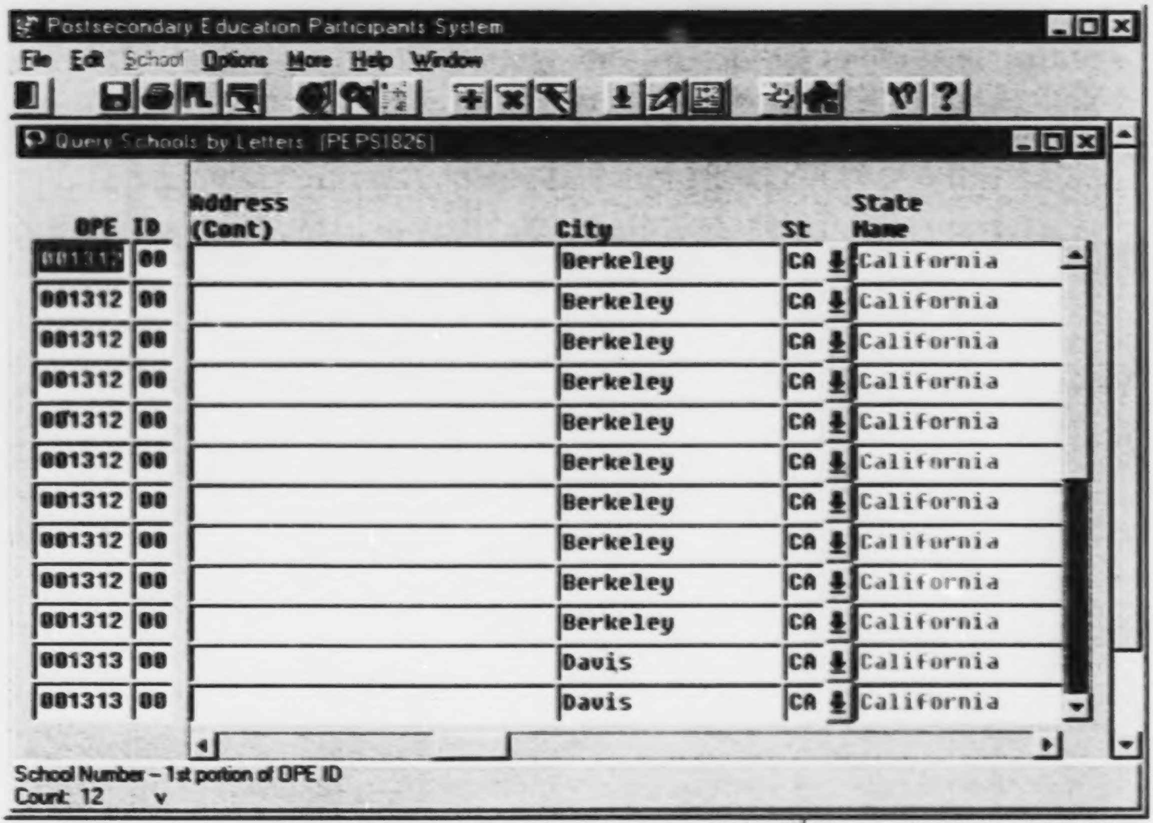
Figure 93 Query Schools by Letters Scrolled to the Right: (PEPS826)


Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPSI826)

OPE	ID	Name	Address
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001312	00	University of California (The) - B	200 California Hall
001313	00	University of California - Davis	
001313	00	University of California - Davis	

School Number – 1st portion of OPE ID
Count: 12

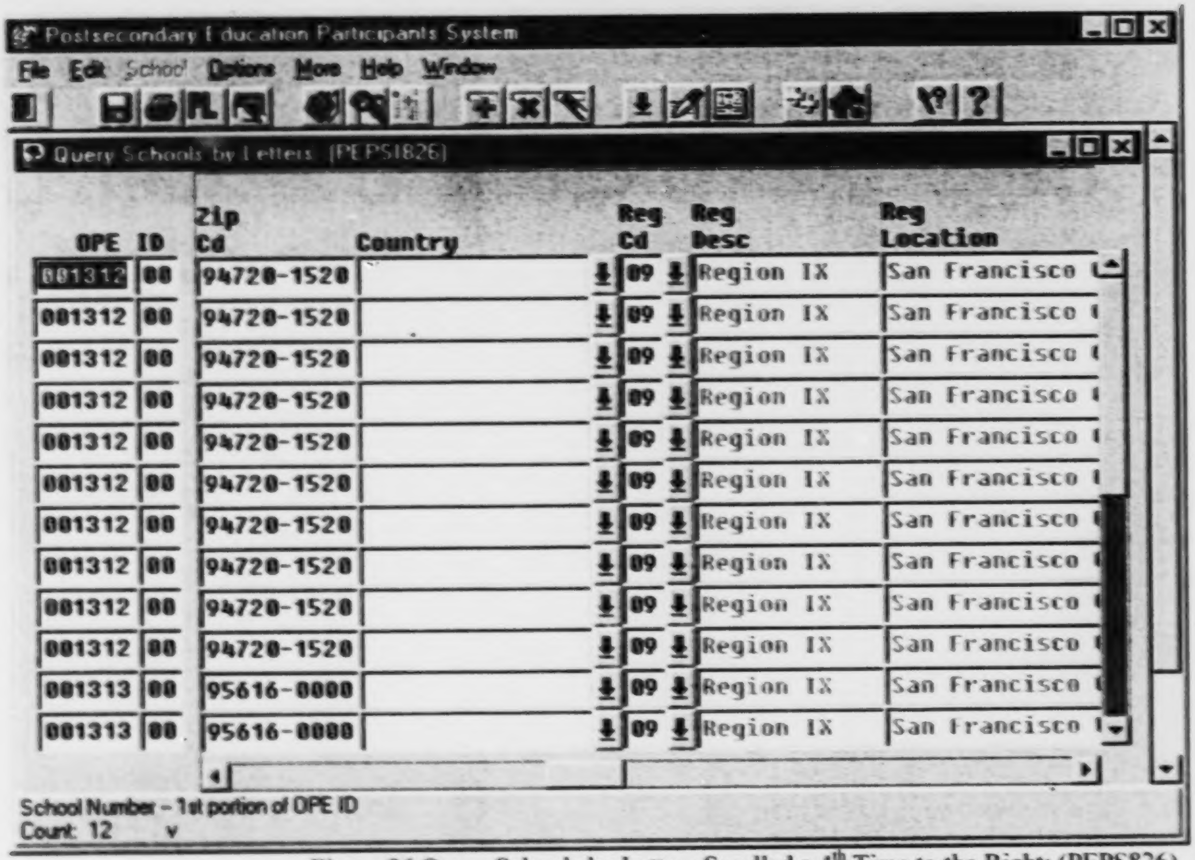
Figure 94 Query Schools by Letters Scrolled a 2nd Time to the Right: (PEPS826)


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Query Schools by Letters (PEPS1826)

OPE	ID	Address (Cont)	City	St	State Name
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001312	00		Berkeley	CA	California
001313	00		Davis	CA	California
001313	00		Davis	CA	California

School Number – 1st portion of OPE ID
Count: 12 v

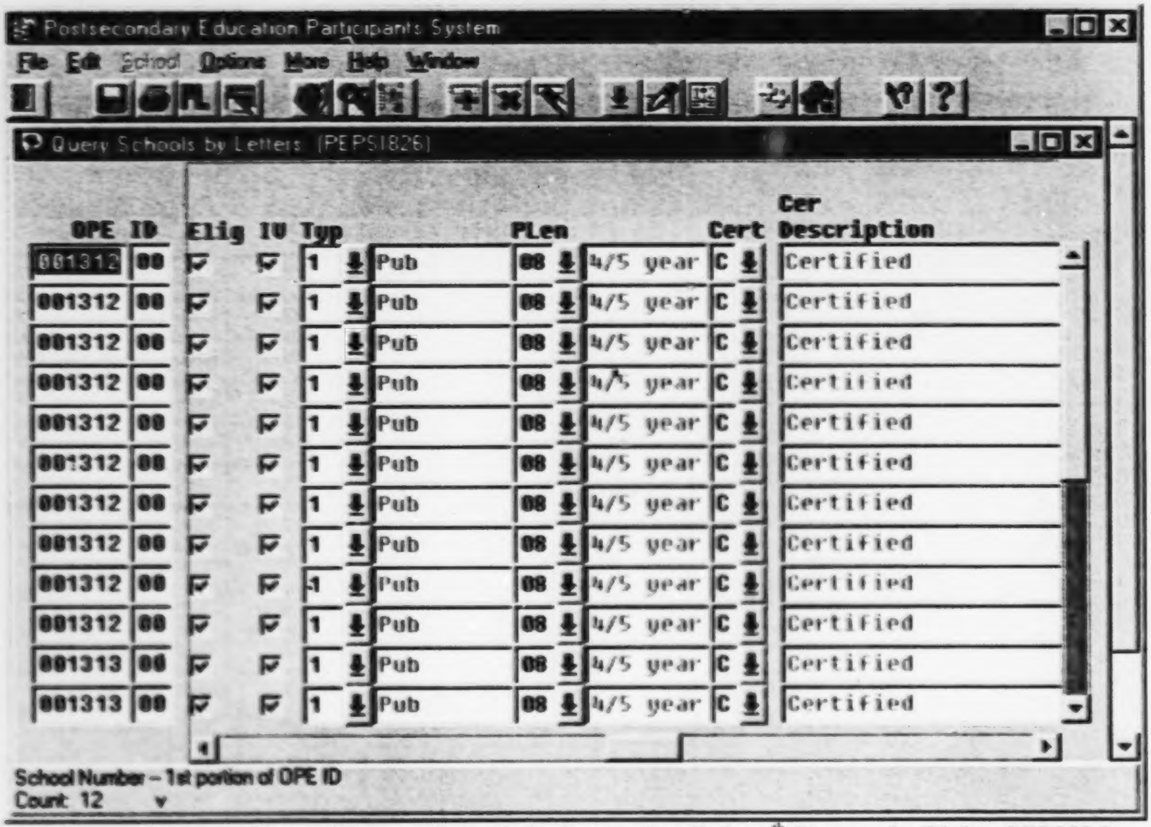
Figure 95 Query Schools by Letters Scrolled a 3rd Time to the Right: (PEPS826)


Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPS826)

OPE	ID	Zip Cd	Country	Reg Cd	Reg Desc	Reg Location
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001312	00	94720-1520		09	Region IX	San Francisco
001313	00	95616-0000		09	Region IX	San Francisco
001313	00	95616-0000		09	Region IX	San Francisco

School Number – 1st portion of OPE ID
Count: 12 v

Figure 96 Query Schools by Letters Scrolled a 4th Time to the Right: (PEPS826)

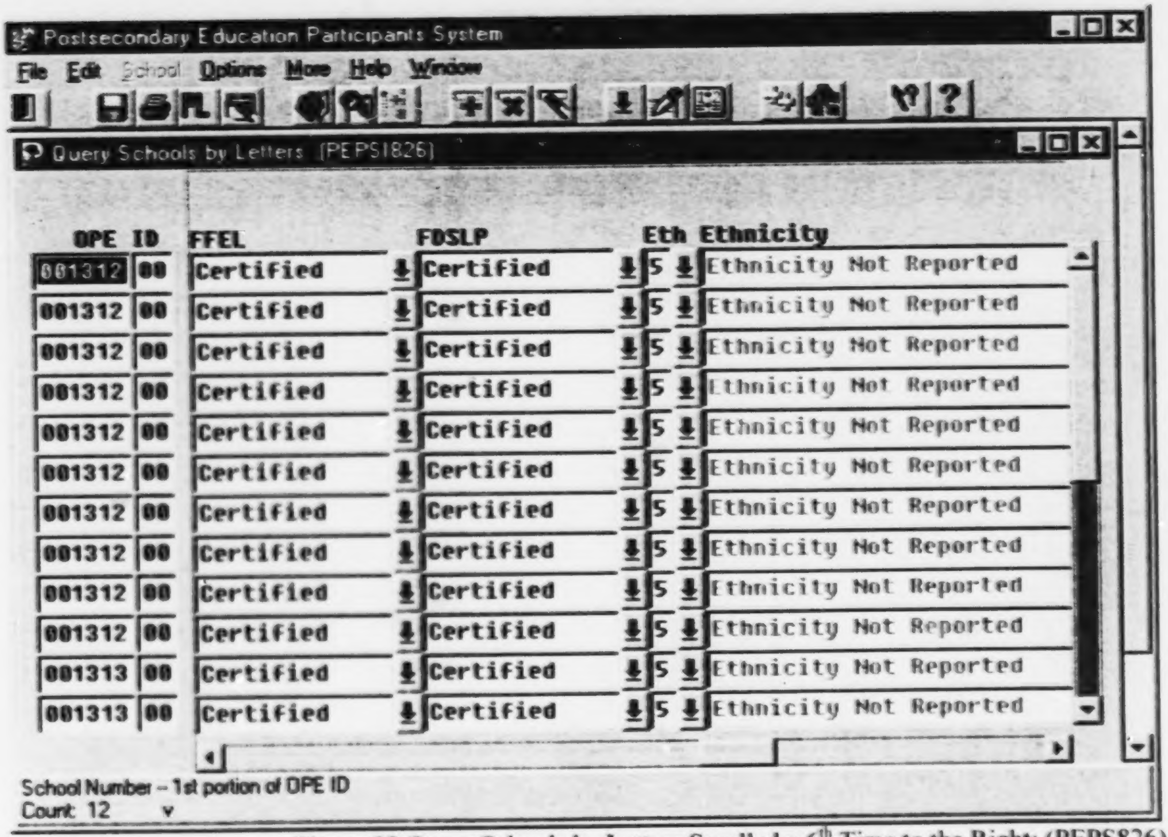

Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPS1826)

OPE	ID	Elig	IU	Typ		PLen		Cert		Cer Description
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001312	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001313	00	☑	☑	1	Pub	08	4/5 year	C		Certified
001313	00	☑	☑	1	Pub	08	4/5 year	C		Certified

School Number – 1st portion of OPE ID

Count: 12

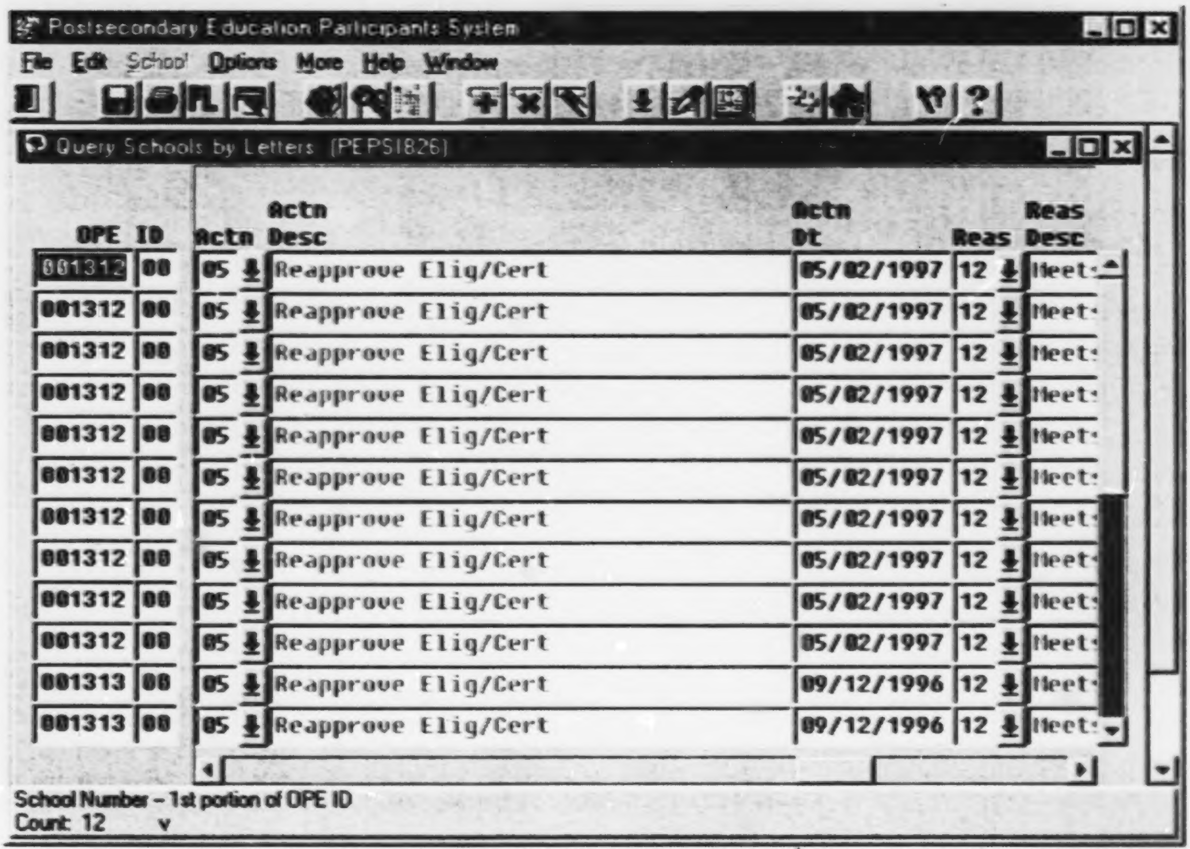
Figure 97 Query Schools by Letters Scrolled a 5th Time to the Right: (PEPS826)


Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPS1826)

OPE	ID	FFEL	FDSLP	Eth	Ethnicity
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001312	00	Certified	Certified	5	Ethnicity Not Reported
001313	00	Certified	Certified	5	Ethnicity Not Reported
001313	00	Certified	Certified	5	Ethnicity Not Reported

School Number – 1st portion of OPE ID
Count: 12

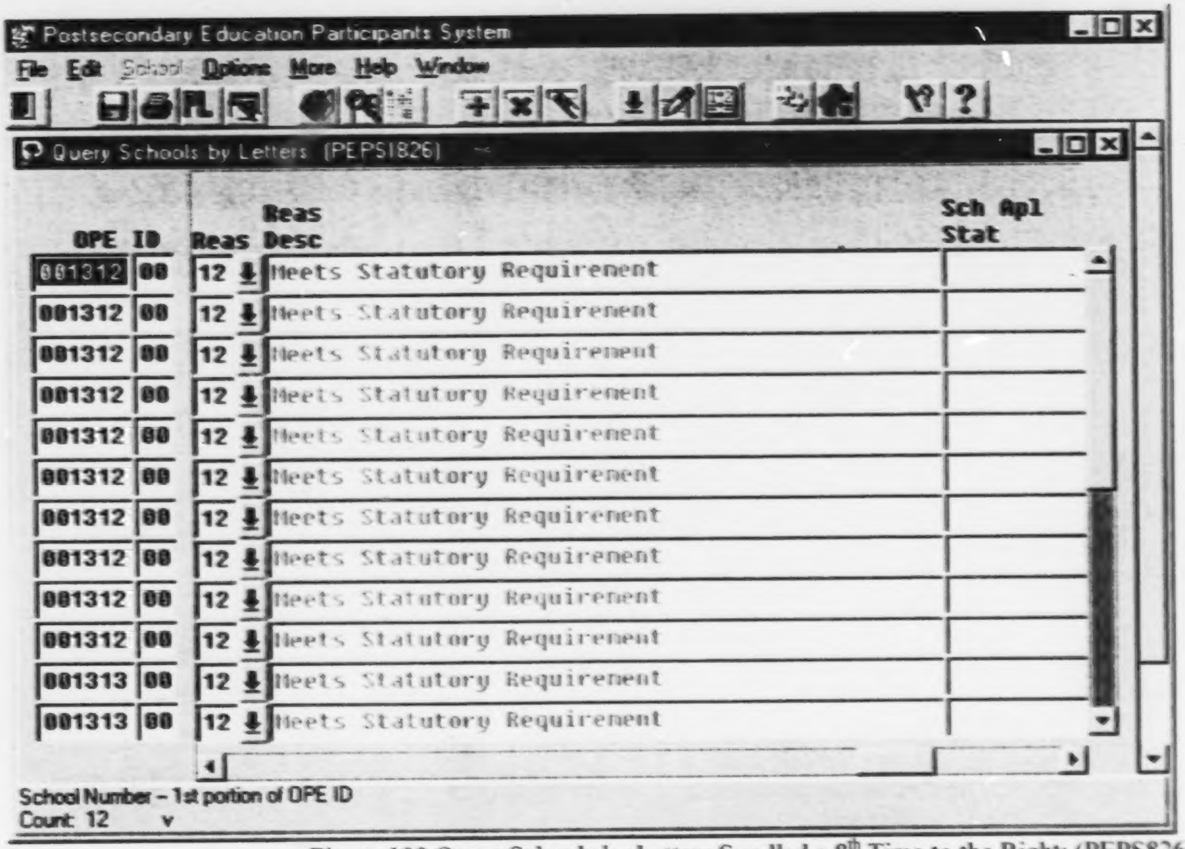
Figure 98 Query Schools by Letters Scrolled a 6th Time to the Right: (PEPS826)


Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPSI826)

OPE	ID	Actn	Actn Desc	Actn Dt	Reas	Reas Desc
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001312	00	05	Reapprove Elig/Cert	05/02/1997	12	Meet:
001313	00	05	Reapprove Elig/Cert	09/12/1996	12	Meet:
001313	00	05	Reapprove Elig/Cert	09/12/1996	12	Meet:

School Number – 1st portion of OPE ID
Count: 12

Figure 99 Query Schools by Letters Scrolled a 7th Time to the Right: (PEPS826)

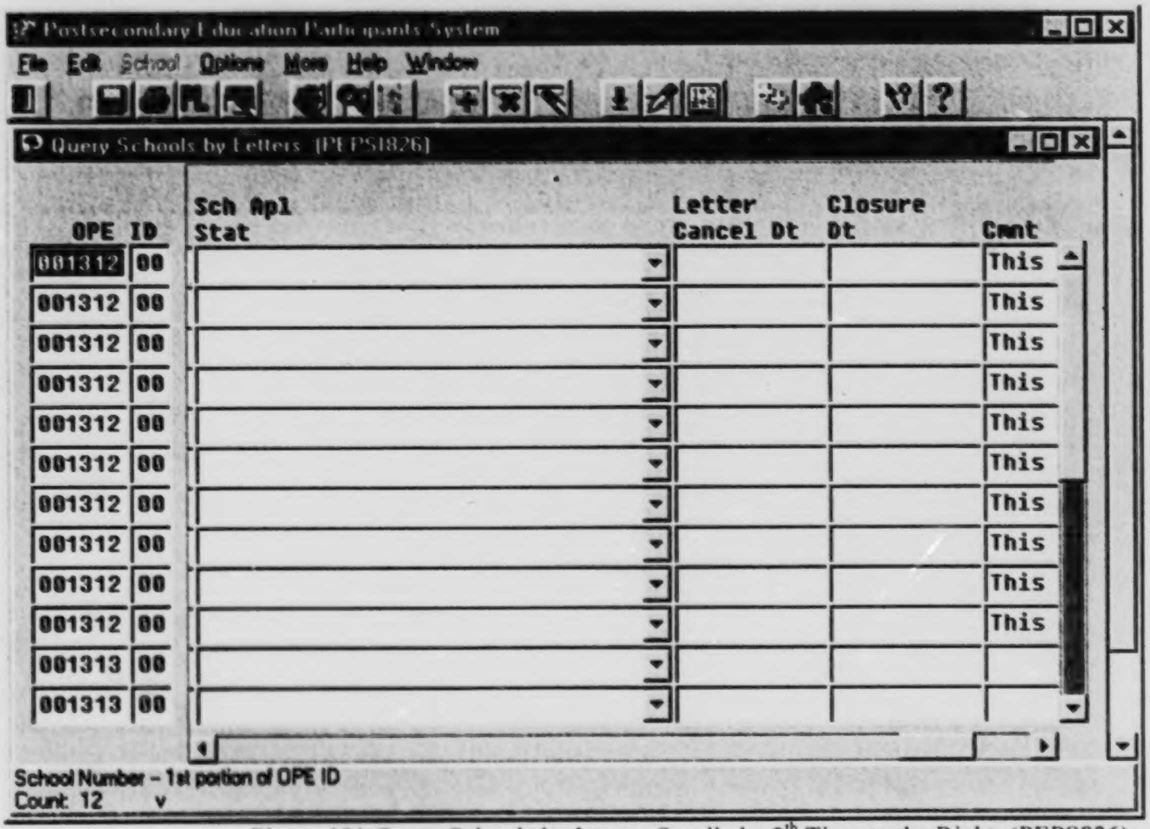

Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPS1826)

OPE	ID	Reas	Reas Desc	Sch Apl Stat
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001312	00	12	Meets Statutory Requirement	
001313	00	12	Meets Statutory Requirement	
001313	00	12	Meets Statutory Requirement	

School Number – 1st portion of OPE ID
Count: 12

Figure 100 Query Schools by Letters Scrolled a 8th Time to the Right: (PEPS826)

ST COPY AVAILABLE

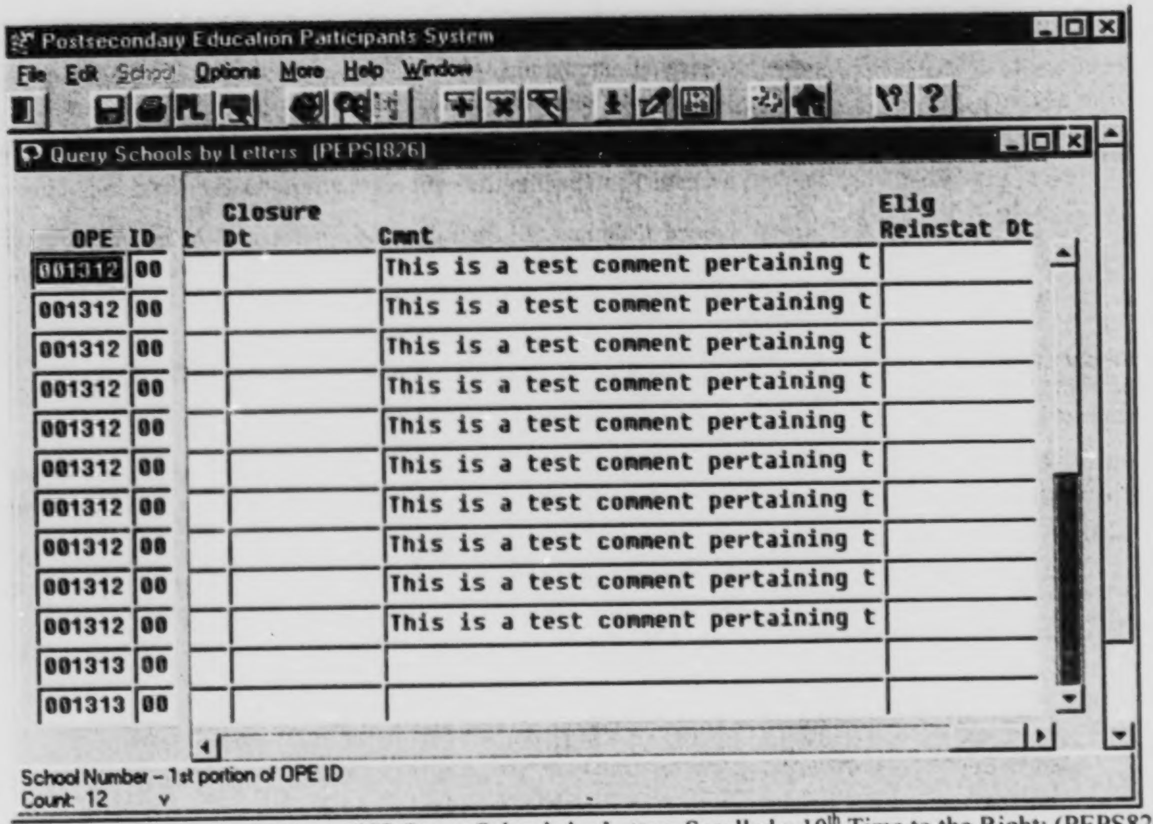

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Query Schools by Letters [PEPS826]

OPE	ID	Sch Apl Stat	Letter Cancel Dt	Closure Dt	Cmnt
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001312	00				This
001313	00				
001313	00				

School Number – 1st portion of OPE ID
Count: 12

Figure 101 Query Schools by Letters Scrolled a 9th Time to the Right: (PEPS826)

109


Postsecondary Education Participants System
File Edit School Options More Help Window
Query Schools by Letters (PEPS1826)
School Number – 1st portion of OPE ID
Count: 12

OPE	ID	t	Closure Dt	Cmnt	Elig Reinstat Dt
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001312	00			This is a test comment pertaining t	
001313	00				
001313	00				

Figure 102 Query Schools by Letters Scrolled a 10th Time to the Right: (PEPS826)

Find a set of data by Letter data

3. Execute queries based on Letter data.
   - Select More */ Default Management / Maintain / Letters / Complex Query* from the PEPS menu. The *Query Schools by Letters* window appears.
   - Query on letter data only (e.g. OPE ID=005%, Letter Nbr=07, and Cohrt Yr=1995) and press the "Find" button.
   - Notice that both letter and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
   - Notice also that when more than one Letter row exists for the same school which satisfied the search criteria, all data elements that are common and unchanging (such as OPE ID, Name, State) will be repeated in each row returned for that school.

Warning!!! Enter Selection Criteria Sufficient to Limit the Number of Letter Records Returned!!!

Find a set of data by Schools

4. Execute queries based on School data.

   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on school data only (e.g. Name=AL% , St=AL, IV (Title IV eligibility) is checked), and Cert=C (Certified), and press the "Find" button.
   - Notice that both default-rate and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
   - Notice also that each Default rate for the schools selected is displayed and that a school may be displayed more than once, for each default rate found.

Find a set of data by Letter and School data Combined

5. Execute queries based on Letter and School data simultaneously.

   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on letter data (e.g. Letter Nbr = 04 for 1995) and school data together (e.g. Name like "%Truck% " and State="NV") then press the "Find" button.
   - Notice that this allows a more distinct set of data to be located (e.g. all schools/Letters in Nevada where the name of the school contains the word "Truck" and a 1995 letter number 04 was generated).

6

Maintain Default Rate Appeals

The purpose of this section is to demonstrate the online functions available to the Default Management Staff to maintain Default Rate Appeals and associated information. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu. Certain users will have access to the query only version of these forms, but never the update versions. This is consistent with standard PEPS security.

The following windows display the PEPS Default Management / Maintain / Maintain / Appeals menu.

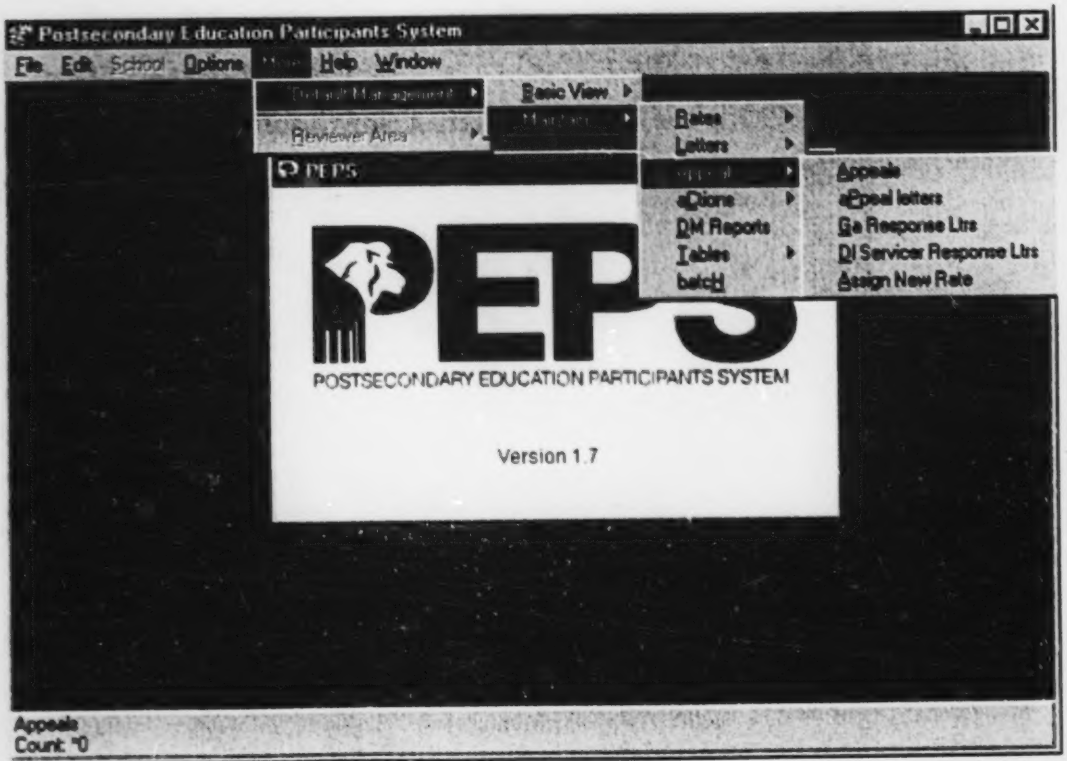

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Default Management
Reviewer Area
Basic View
Maintain
Rates
Letters
Appeal
aCtions
DM Reports
Tables
batcH
Appeals
aPpeal letters
Ga Response Ltrs
DI Servicer Response Ltrs
Assign New Rate
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Appeals
Count: *0

Figure 103 PEPS Menu: *More / Default Management / Maintain / Appeals / Appeals (PEPSMAIN)*

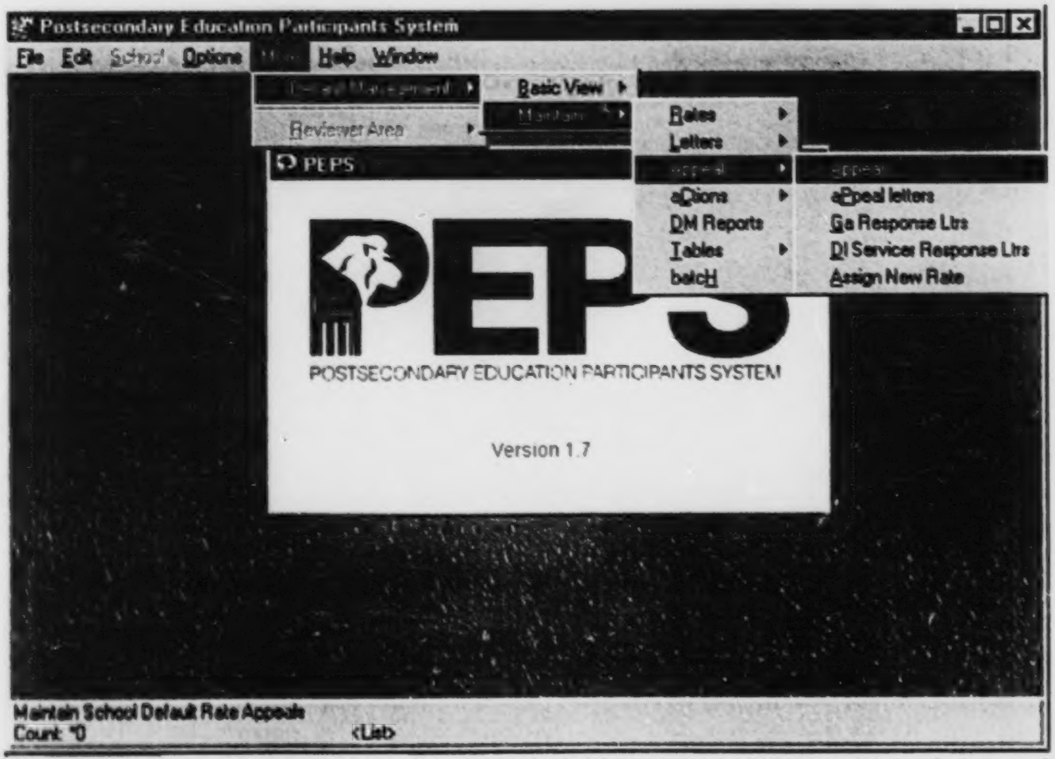
6.1 Maintain Default Rate Appeals (PEPSD830, PEPSI830)

The purpose of this screen is to query and maintain Default Rate Appeals and associated information. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Default Rate Appeals for a school.

Accessing the Maintain Appeals Screen

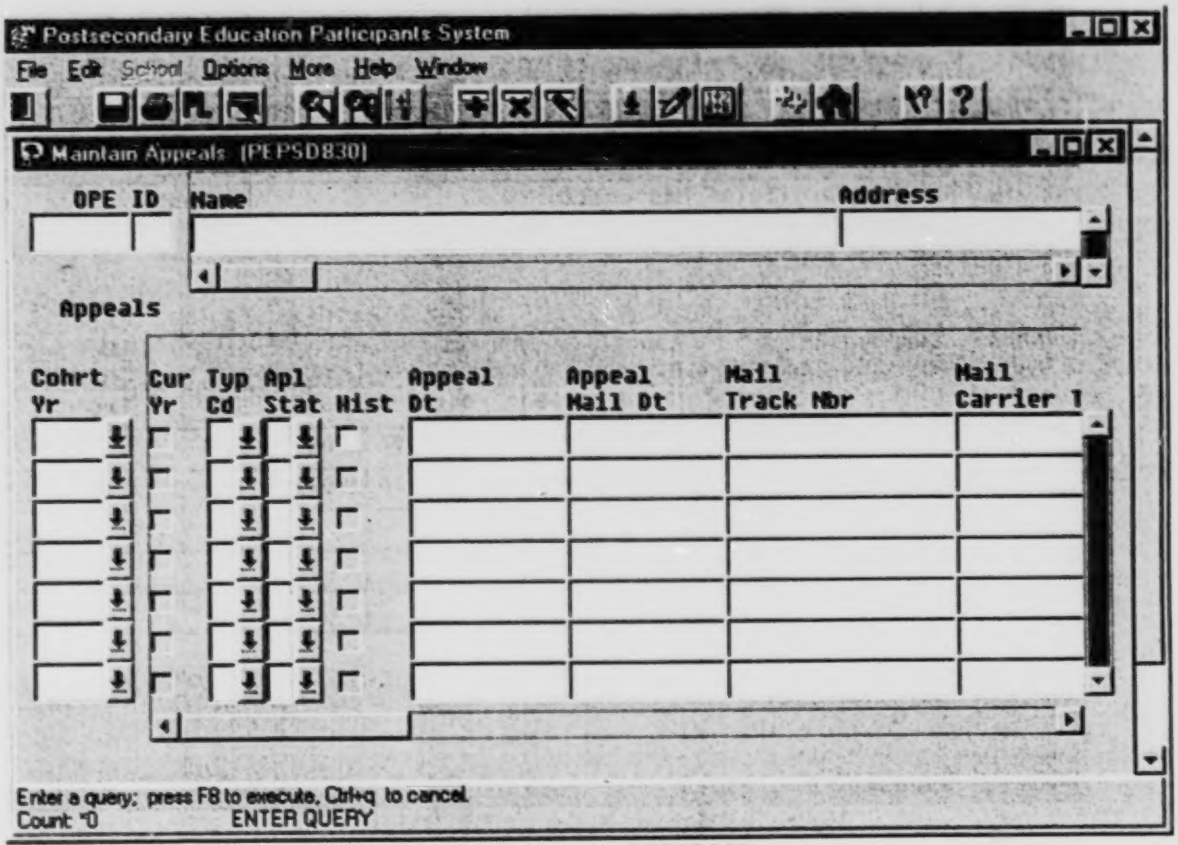
- Select *More / Default Management / Maintain / Appeals / Appeals* from the PEPS menu. The figure below displays the PEPS menu path.


Postsecondary Education Participants System
File
Edit
School
Options
Help
Window
Basic View
Reviewer Area
Rates
Letters
aCtions
DM Reports
Tables
batcH
aPpeal letters
Ga Response Ltrs
DI Servicer Response Ltrs
Assign New Rate
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Maintain School Default Rate Appeals
Count: *0 <List>

Figure 104 PEPS Menu: *More / Default Management / Maintain / Appeals / Appeals (PEPSMAIN)*

The *Maintain Appeals* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Appeals (PEPSD830)
OPE ID
Name
Address
Appeals
Cohrt Yr
Cur Yr
Typ Cd
Apl Stat
Hist
Appeal Dt
Appeal Mail Dt
Mail Track Nbr
Mail Carrier T

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 105 Maintain Appeals *(PEPSD830)*

Layout and Organization of Information on this Screen

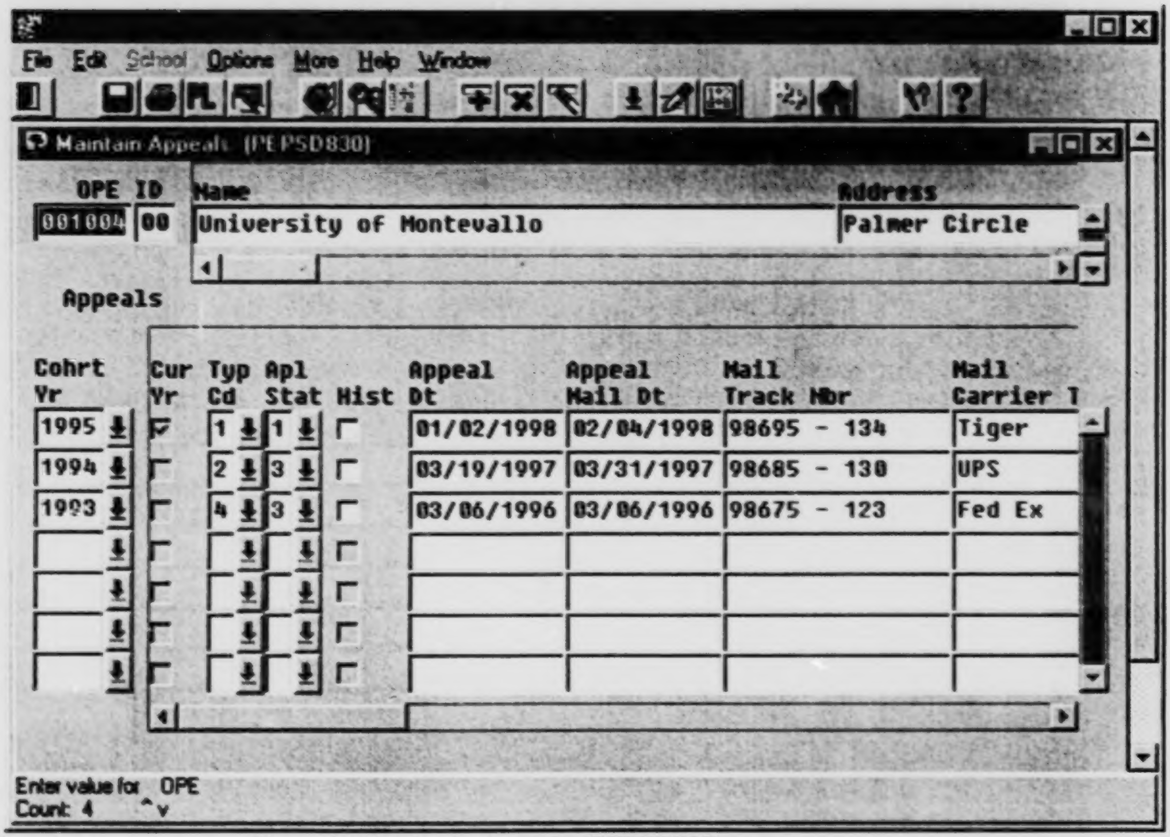
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Appeals area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or appeals.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the appeals displayed in the Appeals block belong to the one school displayed in the "School" block. Refer to the Figure below.


File Edit School Options More Help Window
Maintain Appeals (PEPSD830)

OPE: 001004 ID: 00
Name: University of Montevallo
Address: Palmer Circle

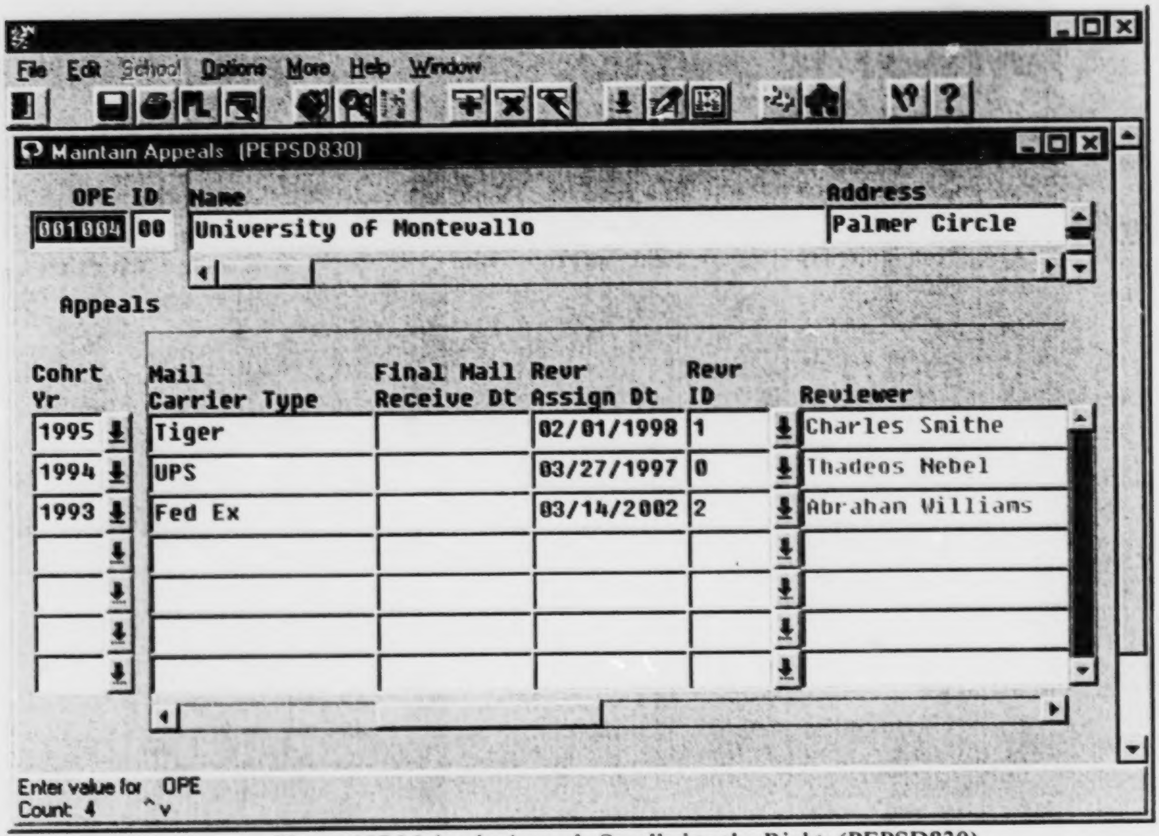
Appeals

Cohrt Yr	Cur Yr	Typ Cd	Apl Stat	Hist	Appeal Dt	Appeal Mail Dt	Mail Track Nbr	Mail Carrier T
1995	☑	1	1	☐	01/02/1998	02/04/1998	98695 - 134	Tiger
1994	☐	2	3	☐	03/19/1997	03/31/1997	98685 - 130	UPS
1993	☐	4	3	☐	03/06/1996	03/06/1996	98675 - 123	Fed Ex
	☐			☐				
	☐			☐				
	☐			☐				
	☐			☐				

Enter value for OPE
Count: 4

Figure 106 Maintain Appeals: (PEPSD830)

Scroll to the right to view all of the columns on the form. Refer to the figures below.


File
Edit
School
Options
More
Help
Window
Maintain Appeals (PEPSD830)
Appeals

OPE: 001004 ID: 00

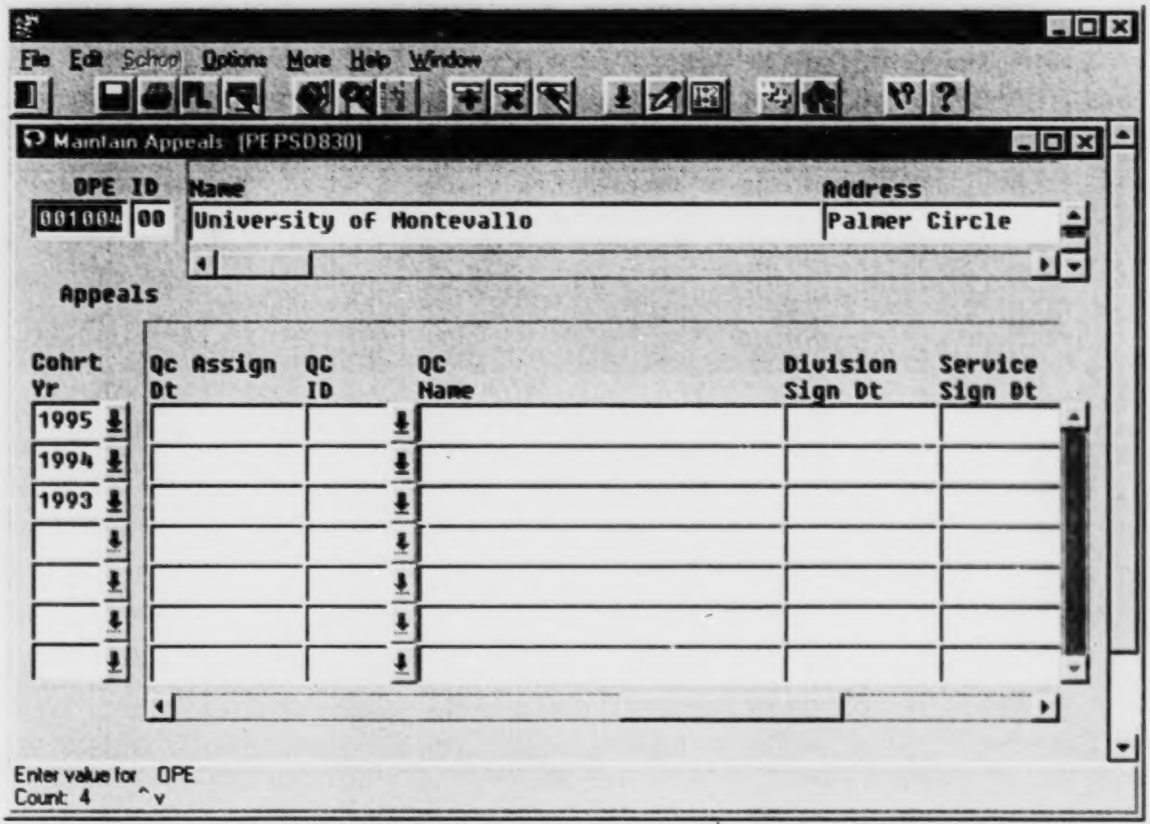
Name: University of Montevallo

Address: Palmer Circle

Cohrt Yr	Mail Carrier Type	Final Mail Receive Dt	Revr Assign Dt	Revr ID	Reviewer
1995	Tiger		02/01/1998	1	Charles Smithe
1994	UPS		03/27/1997	0	Thadeos Nebel
1993	Fed Ex		03/14/2002	2	Abrahan Williams

Enter value for OPE
Count: 4

Figure 107 Maintain Appeals Scrolled to the Right: (PEPSD830)


File Edit School Options More Help Window

Maintain Appeals (PEPSD830)

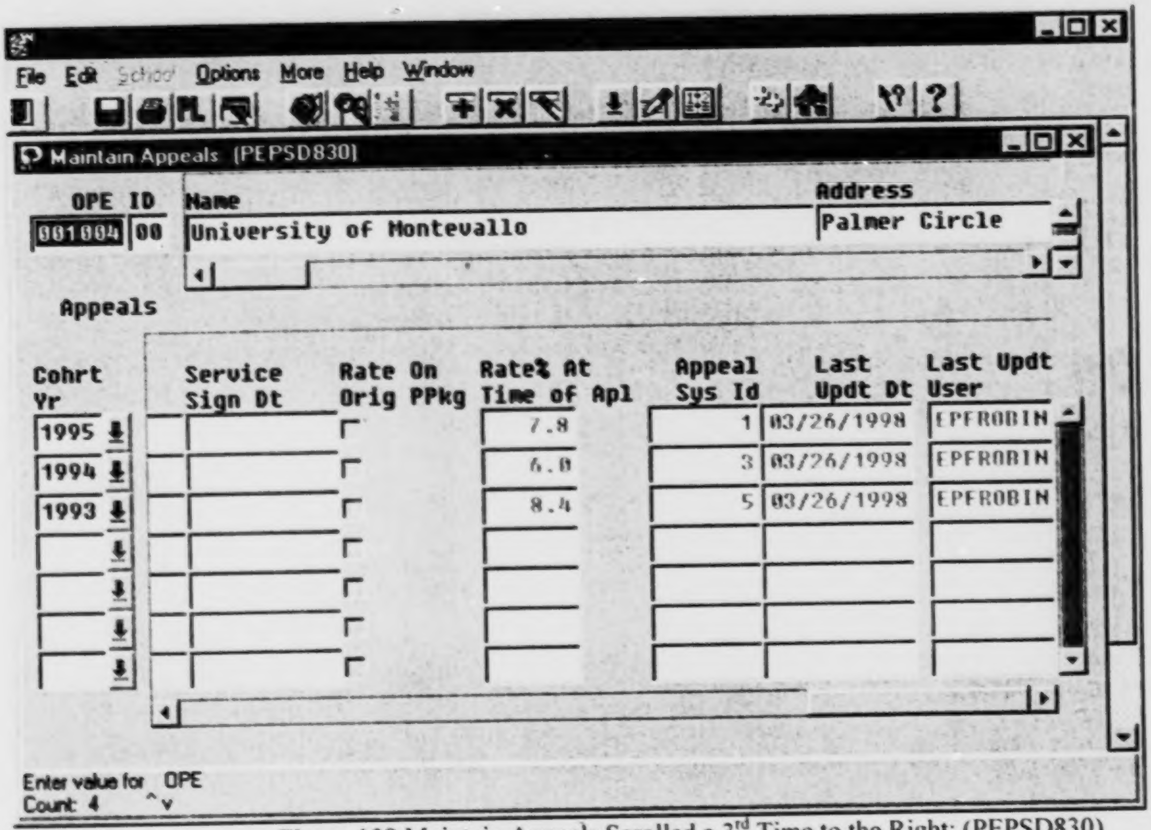
OPE	ID	Name	Address
001004	00	University of Montevallo	Palmer Circle

Appeals

Cohrt Yr	Qc Assign Dt	QC ID	QC Name	Division Sign Dt	Service Sign Dt
1995					
1994					
1993					

Enter value for OPE
Count: 4 ^v

Figure 108 Maintain Appeals Scrolled a 2nd Time to the Right: (PEPSD830)


File
Edit
School
Options
More
Help
Window
Maintain Appeals (PEPSD830)

OPE	ID	Name	Address
001004	00	University of Montevallo	Palmer Circle

Appeals

Cohrt Yr	Service Sign Dt	Rate On Orig PPkg	Rate% At Time of Apl	Appeal Sys Id	Last Updt Dt	Last Updt User
1995		☐	7.8	1	03/26/1998	EPFROBIN
1994		☐	6.0	3	03/26/1998	EPFROBIN
1993		☐	8.4	5	03/26/1998	EPFROBIN
		☐				
		☐				
		☐				
		☐				

Enter value for OPE
Count: 4

Figure 109 Maintain Appeals Scrolled a 3rd Time to the Right: (PEPSD830)

Finding a School's Appeals

2. Query the school block to identify and open a school.

   - Select *More / Default Management / Maintain / Appeals / Appeals* from the PEPS menu. The *Maintain Appeals* window appears.
   - Type in the OPE ID and press the "Find" button (the magnifying glass).
   - Notice that the school information appears in the "school" block of the form. A block is a section of data that is logically, and usually physically, related. If Appeal Data already exists for the school selected or is entered during this session, it will appear the "Appeals" block on the form.

Creating an Appeal

3. Enter Appeal records.

   - First follow the instructions above to query the school block to identify and open a school.
   - In the *Maintain Appeals* window navigate until the cursor is in the "Appeals" block.

Tip: Instead of using the Insert Button, place the cursor in a blank row and click.

   - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Select the appropriate Cohrt Year and enter all mandatory columns in the row. *An alternative to using the Insert button is to place the cursor in a blank row and click. This is available only if a blank row currently exists on the screen*
   - The system will not allow the appeal to be saved without entering all required columns. The system will guide you through the missing mandatory columns each time you attempt to save (Blue Diskette).
   - Click the Save Button (Blue Diskette) to save the record. Close the window when done.

A School's Overall Appeal Status is determined by Appeals that have an ED Mail Date.

   - The Appeal can be resolved as "Win", "Lose", etc. without a value entered for ED Mail Date. However, the system will not use the appeal to determine the School's Overall Appeal status until this date has been entered. A new Overall School Appeal Status may in turn, may generate an action.
   - Click the Save button (Blue Diskette) on the toolbar to save the new Appeal for the school.
   - The "overall" school appeal status does not impact the ability to assign a new rate to a school. However, changes in a School's Overall Appeal Status may generate actions. Refer to the Display Action Table screen (PEPSD988 and PEPSI988) for the criteria used for generating actions.
   - Check the Action Screen to see if actions were generated via menu path (*More / Default Management / Maintain / Actions / Actions*).

- Return to the Appeals Window to see if the ("overall") School Appeal Status in the School block of the form has been modified.

Modify an Existing Appeal

4. Update an Appeal record.
    - Open the desired school following the query by school block instructions found in #1 above.
    - In the *Maintain Appeals* window navigate until the cursor is in the "Appeals" block.
    - Only those columns, which are modifiable, can be updated.
    - To modify the status of an appeal, use the LOV button to select a valid value.
    - Click the Save button (Blue Diskette) on the toolbar to save the changes to the existing Appeal data for the school. A message will indicate how many appeals where updated.
    - Check the Action Screen to see if any actions were generated via menu path *More / Default Management / Maintain / Actions / Actions.* An appeal must have a ED Mail date to generate a new Overall School Appeal Status, which, in turn, may generate an action.
    - Return to the Appeals Window to see if the ("overall") School Appeal Status in the School block of the form has been modified

Delete an Existing Appeal

5. In the *Maintain Appeals* window navigate until the cursor is in the "Appeals" block.
    - Place the cursor in the Cohrt Yr column for the Appeal you wish to delete, and click the left mouse button. This makes the row "current" .
    - Use the Delete Button (Red X) to delete the "current" row.
    - The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
    - Click "Yes" to delete, "No" to cancel the delete.
    - Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
    - The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

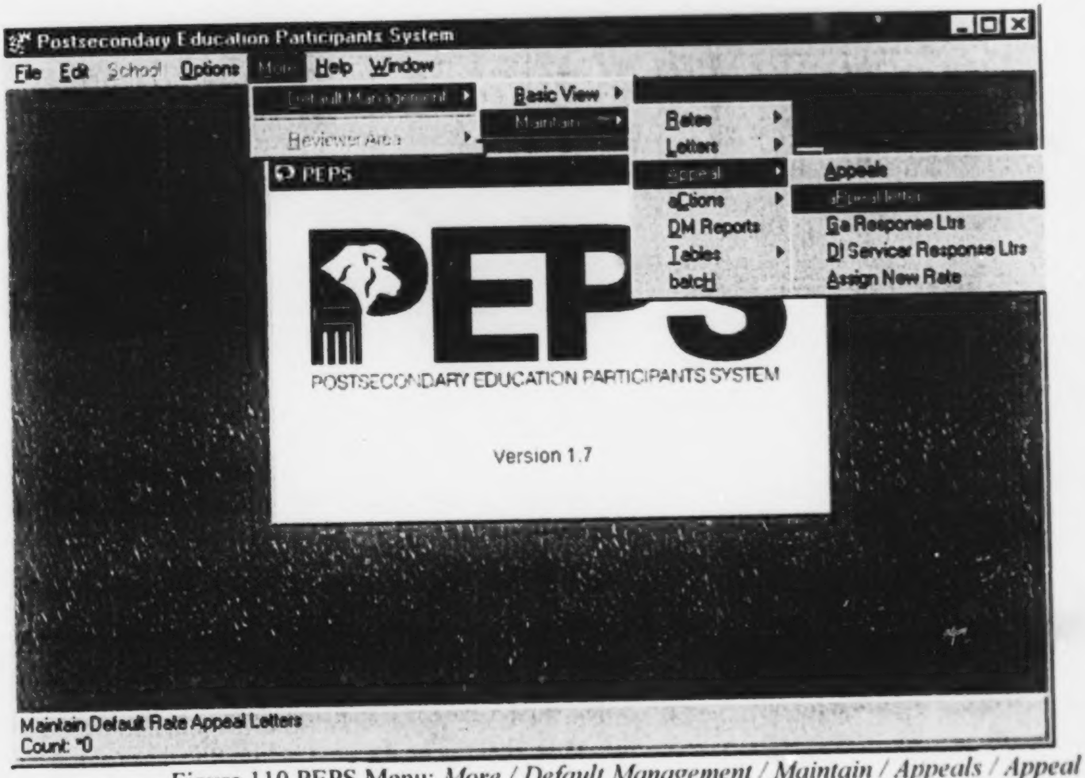
- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

6.2 Maintain Default Rate Appeal Letters and Response Letters (PEPSD831, PEPSI831)

The purpose of this section is to demonstrate the online functions available to the Default Management Staff to maintain Rate Appeal Letters and associated Guarantee Agency and Direct Loan Servicer Response Letters. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

Accessing the Maintain Appeal Letters Screen

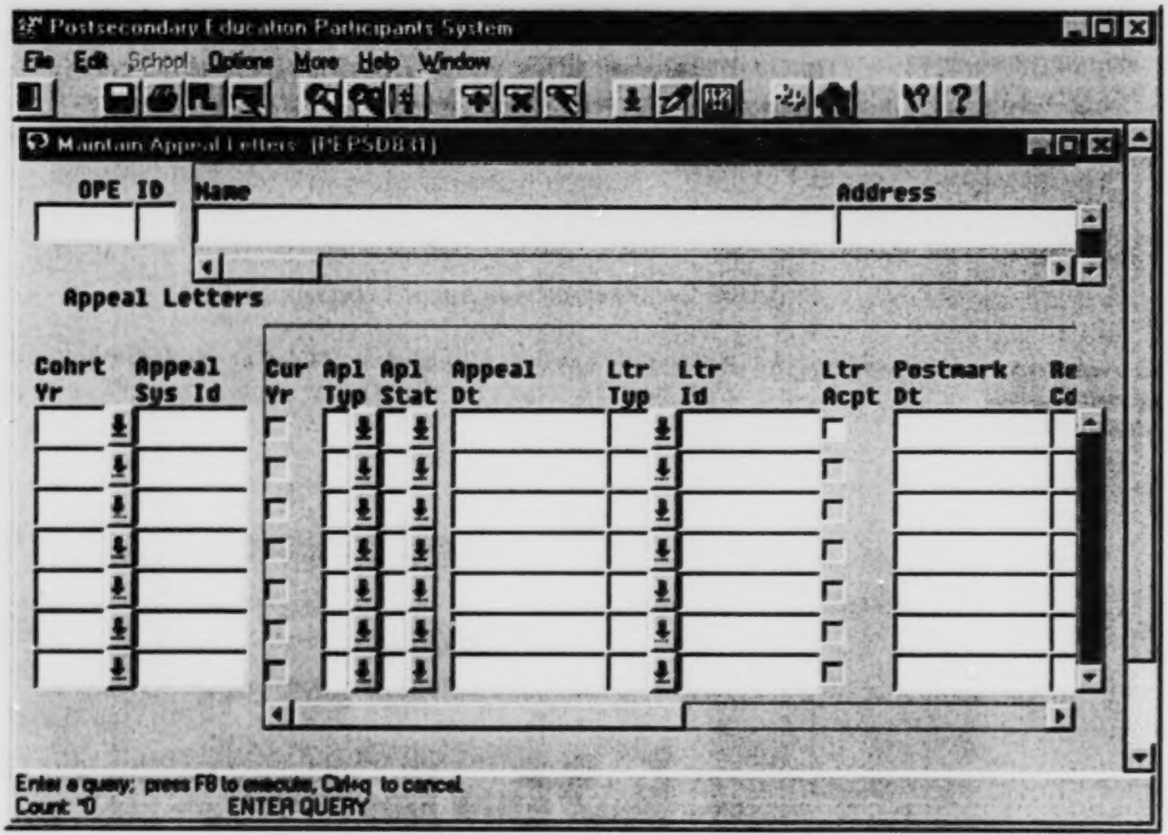
1. Search for the Default Rate Appeal Letters for a school.
   - Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the PEPS menu. The figure below displays the PEPS menu path.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Default Management
Reviewer Area
Basic View
Maintain
Rates
Letters
Appeal
aCtions
DM Reports
Tables
batcH
Appeals
aPpeal letter
Ga Response Ltrs
Dl Servicer Response Ltrs
Assign New Rate
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Maintain Default Rate Appeal Letters
Count: *0

Figure 110 PEPS Menu: *More / Default Management / Maintain / Appeals / Appeal Letters (PEPSMAIN)*

The *Maintain Appeal Letters* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Appeal Letters: (PEPSD831)
OPE ID
Name
Address
Appeal Letters
Cohrt Yr
Appeal Sys Id
Cur Yr
Apl Typ
Apl Stat
Appeal Dt
Ltr Typ
Ltr Id
Ltr Acpt
Postmark Dt
Re Cd

Enter a query; press F8 to execute, Ctrl+q to cancel

Count: *0 ENTER QUERY

Figure 111 Maintain Appeal Letters: (PEPSD831)

Layout and Organization of Information on this Screen

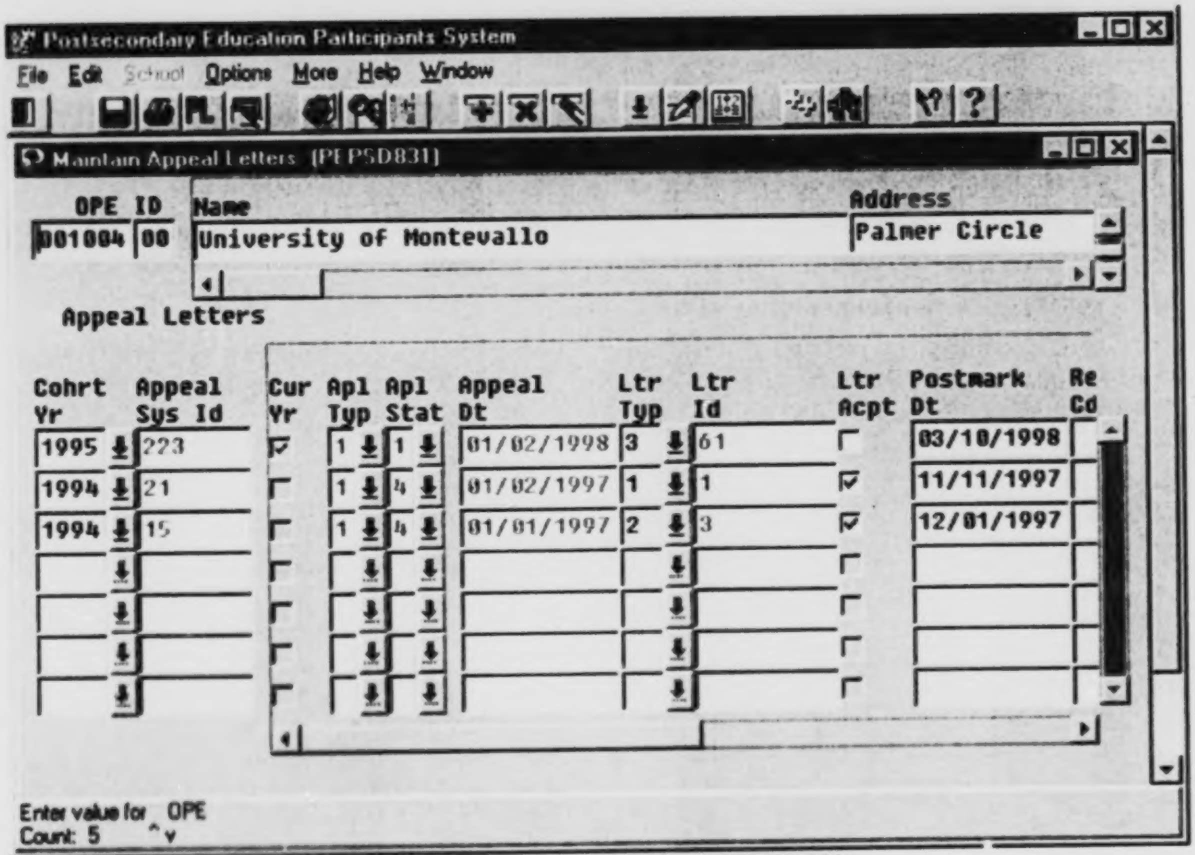
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Appeal Letters area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or appeals.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the letters displayed in the appeal letters block belongs to the one school displayed in the "School" block. Refer to the Figure below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Appeal Letters (PEPSD831)

OPE ID: 001004 00

Name: University of Montevallo

Address: Palmer Circle

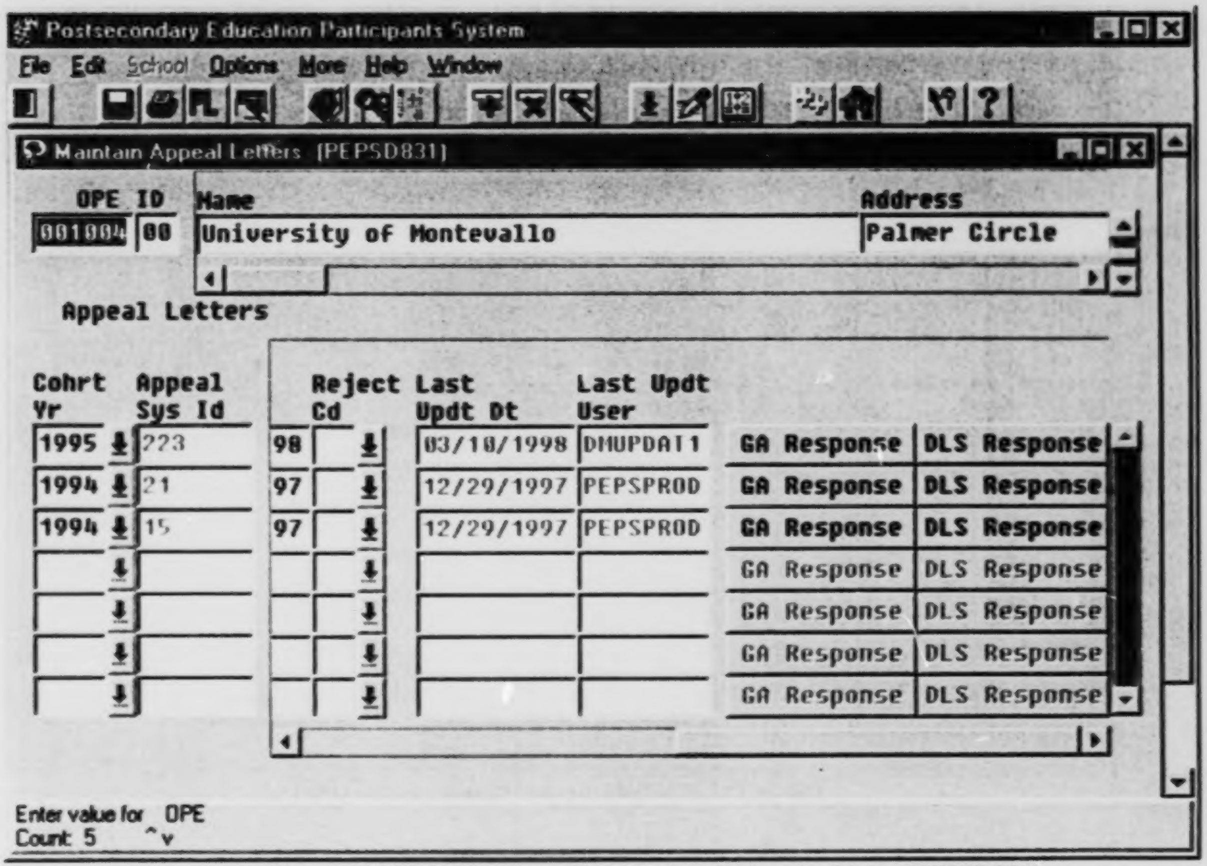
Appeal Letters

Cohrt Yr	Appeal Sys Id	Cur Yr	Apl Typ	Apl Stat	Appeal Dt	Ltr Typ	Ltr Id	Ltr Acpt	Postmark Dt	Re Cd
1995	223	☑	1	1	01/02/1998	3	61	☐	03/10/1998	
1994	21	☐	1	4	01/02/1997	1	1	☑	11/11/1997	
1994	15	☐	1	4	01/01/1997	2	3	☑	12/01/1997	
		☐						☐		
		☐						☐		
		☐						☐		
		☐						☐		

Enter value for OPE
Count: 5 ^v

Figure 112 Maintain Appeal Letters: (PEPSD831)

Scroll to the right to view all of the columns on the form. Refer to the figure below


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Appeal Letters (PEPSD831)

OPE ID: 001004 00

Name: University of Montevallo

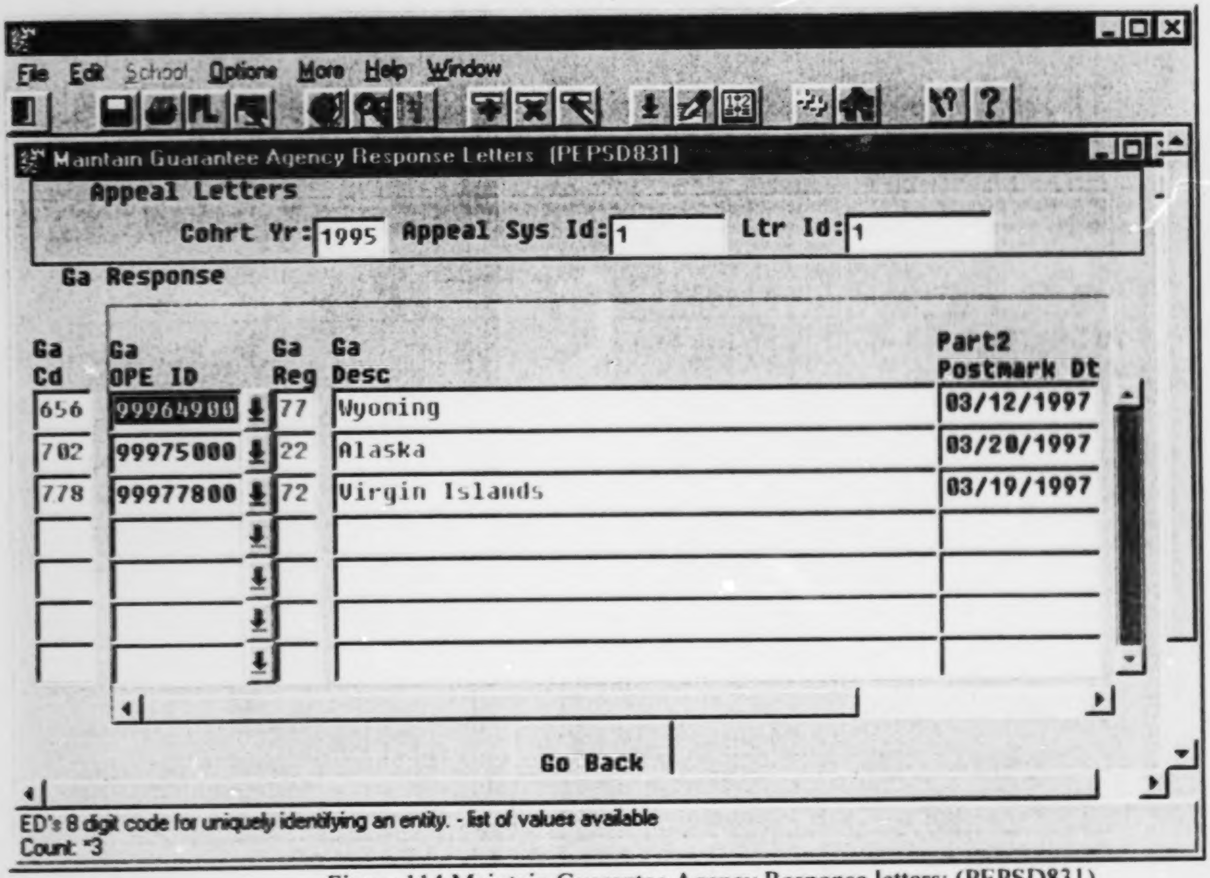
Address: Palmer Circle

Appeal Letters

Cohrt Yr	Appeal Sys Id		Reject Cd	Last Updt Dt	Last Updt User		
1995	223	98		03/10/1998	DMUPDAT1	GA Response	DLS Response
1994	21	97		12/29/1997	PEPSPROD	GA Response	DLS Response
1994	15	97		12/29/1997	PEPSPROD	GA Response	DLS Response
						GA Response	DLS Response
						GA Response	DLS Response
						GA Response	DLS Response
						GA Response	DLS Response

Enter value for OPE
Count: 5 ^v

Figure 113 Maintain Appeal Letters Scrolled to the Right: (PEPSD831)



Maintain Guarantee Agency Response Letters (PEPSD831)

Appeal Letters

Cohrt Yr: 1995 **Appeal Sys Id:** 1 **Ltr Id:** 1

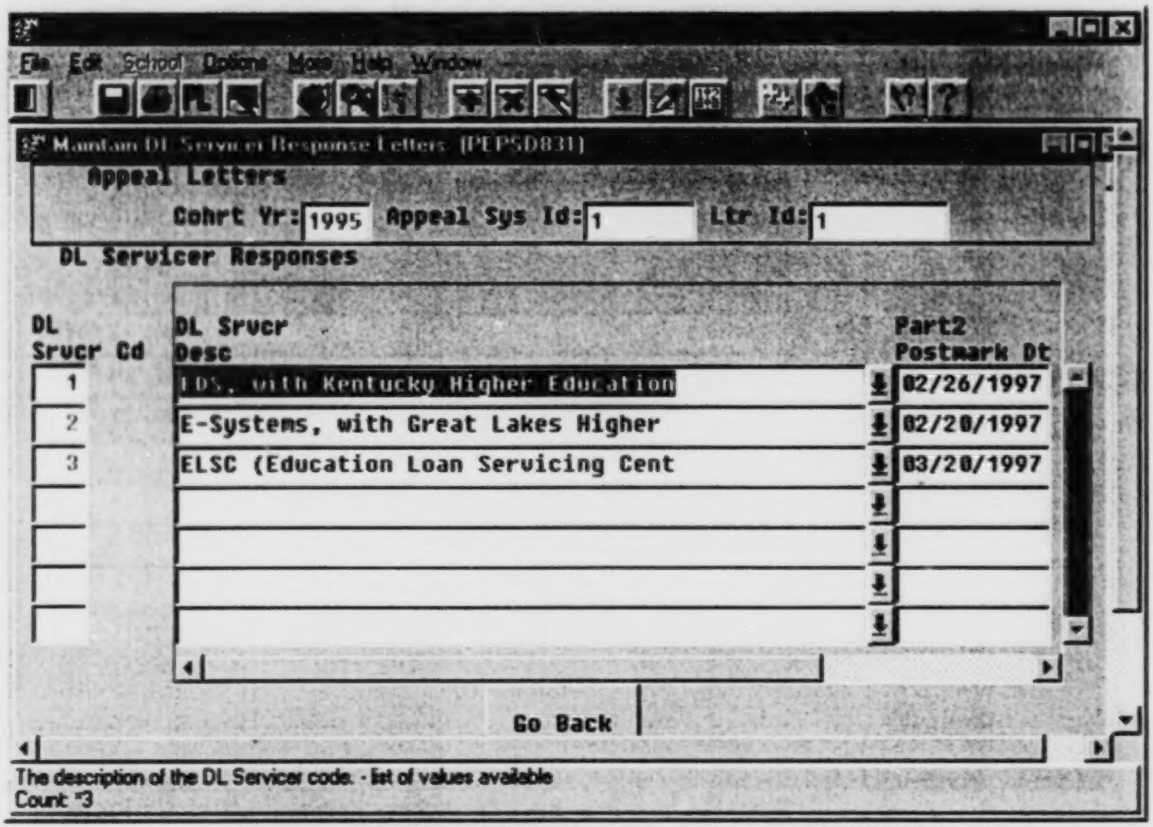
Ga Response

Ga Cd	Ga OPE ID	Ga Reg	Ga Desc	Part2 Postmark Dt
656	99964900	77	Wyoning	03/12/1997
702	99975000	22	Alaska	03/20/1997
778	99977800	72	Virgin Islands	03/19/1997

ED's 8 digit code for uniquely identifying an entity. - list of values available
Count: *3

Figure 114 Maintain Guarantee Agency Response letters: (PEPSD831)

EST COPY AVAILABLE



Maintain DL Servicer Response Letters (PEPSD831)

Appeal Letters

Cohrt Yr: 1995 Appeal Sys Id: 1 Ltr Id: 1

DL Servicer Responses

DL Srvcr Cd	DL Srvcr Desc	Part2 Postmark Dt
1	EDS, with Kentucky Higher Education	02/26/1997
2	E-Systems, with Great Lakes Higher	02/20/1997
3	ELSC (Education Loan Servicing Cent	03/20/1997

The description of the DL Servicer code. - list of values available
Count: *3

Figure 115 Maintain DL Servicer Response letters: (PEPSD831)

Finding a School's Appeal Letters

2. Query the school block to identify and open a school.
   - Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the PEPS menu. The *Maintain Appeal Letters* window appears.
   - Type in the OPE ID and press the "Find" button (the magnifying glass).
   - Notice that the school information appears in the "school" block of the form. A block is a section of data that is logically, and usually physically, related. If Appeal Letter Data already exists for the school selected or is entered during this session, it will appear the "Appeal Letters" block on the form.

Insert an Appeal Letter

3. Add an Appeal Letter.
   - Follow the instructions above to find and open a school.
   - In the *Maintain Appeals Letters* window navigate until the cursor is in the "Appeal Letters" block.
   - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. *An alternative to using the Insert button is to place the cursor in a blank row and click. This is available only if a blank row currently exists on the screen*
   - Select the proper Appeal for which the letter is to be associated, by placing the cursor in the Cohort Year column and right clicking the mouse. Then, click on the LOV icon on the toolbar. This will present a list of all appeals for this school by cohort year and appeal sys id. The system requires that you select an appeal from this list.
   - Enter the letter type and postmark date columns.
   - The system will not allow the row to be saved without entering all the required columns for the Appeal Letter.
   - The system will warn the user, via a message at the bottom of the window, when a letter to be entered contains an invalid letter type code. See the Appeal Letter Validity Rules in the *Default Management Requirements Document, Figure 3-12.*
   - Click the Save button (Blue Diskette) on the toolbar to save the new Appeal Letter data for the school.
   - Click the close-window button (red door) on the toolbar to close the window.

Tip: Instead of using the Insert Button, place the cursor in a blank row and click.

Delete an Existing Appeal Letter

4. In the *Maintain Appeal Letters* window navigate until the cursor is in the "Appeal Letters" block.

- Place the cursor in the Cohrt Yr column for the Appeal Letter you wish to delete, and click the left mouse button. This makes the row "current".
- Use the Delete Button (Red X) to delete the "current" row.
- The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
- Click "Yes" to delete, "No" to cancel the delete.
- Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
- The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

Tip: GA and DL Response Letters must be deleted before the Appeal Letter.

- The system will not let you delete an Appeal Letter when associated GA or DL Response Letters exist. Be sure to delete the GA and/or DL response letter and save, before trying to delete the Appeal Letter. Refer to the next sections for instructions on delete GA and DL response letters.

Enter Appeal Ga Response Letters

5. Add an Appeal Guarantee Agency Response Letter.
   - Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the menu. The *Maintain Appeal Letters* window appears. Locate the desired School and Appeal by following the instructions in 2 above.
   - Use the Scroll bar to move the far right side of the Appeal Letters block in the *Maintain Appeal Letters* window. The *GA Response (GA Letter)* button is found next to each row of letter data. Pressing this button will take the user to a window to enter data for GA letters that apply to the same Appeal letter.
   - The system will not allow the row to be saved without entering all the required columns for the GA Response Letter.
   - The system will not allow a letter to be entered for a Guarantee Agency, which is invalid. A list from which to select valid GA OPEID can be displayed by placing the cursor in the GA OPEID column and clicking the LOV icon on the toolbar.

- Multiple GA Response Letters can be entered for one Appeal letter. However, multiple GA response letters from the same GA OPEID can NOT be entered for one Appeal Letter.
- Click the Save button (Blue Diskette) on the toolbar to save the new GA Response data for the school.
- Click the close-window button (red door) on the toolbar to close the window

Delete an Existing *Guarantee Agency Response Letter*

6. Delete an Existing Guarantee Agency Response Letter.
   - Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the menu. The *Maintain Appeal Letters* window appears. Locate the desired School and Appeal by following the instructions in 2 above.
   - Use the Scroll bar to move the far right side of the Appeal Letters block in the *Maintain Appeal Letters* window. The *GA Response (GA Letter)* button is found next to each row of letter data. Pressing this button will take the user to a window to maintain data for GA letters that apply to the same Appeal letter.
   - Place the cursor in the GA OPE ID column for the Guarantee Agency Response Letter you wish to delete, and click the left mouse button. This makes the row "current".
   - Use the Delete Button (Red X) to delete the "current" row.
   - The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
   - Click "Yes" to delete, "No" to cancel the delete.
   - Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
   - The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.
   - A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

Enter Appeal Direct Loan Servicer Response Letter

7. Add an Appeal Direct Loan Servicer Response Letter.

- Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the menu. The *Appeal Letter Maintenance* window appears. Locate the School and Appeal entered by following the instructions in 2 above.
- Use the Scroll bar to move the far right side of the Appeal Letters block in the *Maintain Appeal Letters* window. The *DLS Response (DLS Letter)* button is found next to each row of letter data. Pressing this button will take the user to a window to enter data for Direct Loan Servicer letters that apply to the same Appeal letter.
- The system will not allow the row to be saved without entering all the required columns for the DL Servicer Response Letter.
- The system will not allow a letter to be entered for a DL Servicer, which is invalid. A list from which to select valid DL Servicers can be displayed by placing the cursor in the DL Srvcr Desc column and clicking the LOV icon on the toolbar.
- Multiple DL Response Letters can be entered for one Appeal letter. However, multiple DL response letters from the same DL can NOT be entered for one Appeal Letter.
- Click the Save button (Blue Diskette) on the toolbar to save the new DLS Response data for the school.
- Click the close-window button (red door) on the toolbar to close the window.

Delete an Existing *Direct Loan Servicer Response Letter*

8. In the *Maintain Appeal Letters* window navigate until the cursor is in the "Appeal Letters" block.

- Select *More / Default Management / Maintain / Appeals / Appeal Letters* from the menu. The *Maintain Appeal Letters* window appears. Locate the desired School and Appeal by following the instructions in 2 above.
- Use the Scroll bar to move the far right side of the Appeal Letters block in the *Maintain Appeal Letters* window. The DLS *Response (DL Letter)* button is found next to each row of letter data. Pressing this button will take the user to a window to maintain data for DL letters that apply to the same Appeal letter.
- Place the cursor in the DL Srvcr Desc column for the Direct Loan Servicer Response Letter you wish to delete, and click the left mouse button. This makes the row "current".
- Use the Delete Button (Red X) to delete the "current" row.
- The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
- Click "Yes" to delete, "No" to cancel the delete.

- Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
- The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

Modify Existing Appeal Letters

1. Update Appeal Letter records.
   - Follow the instructions in 2 above to find and open a school.
   - In the *Maintain Appeal Letters* window navigate until the cursor is in the "Appeal Letters" block.
   - The system will only allow changes to those columns that are modifiable.
   - The GA Response and DL Servicer Response letter data can be modified appropriately after navigating to those blocks by using the "GA Response" and "DLS Response" buttons on each Appeal letter row.
   - Click the Save button (Blue Diskette) on the toolbar to save the new Appeal Letter data for the school.
   - Check the Action Screen to see if any actions were generated via menu path (*More / Default Management / Maintain / Actions / Actions*). This might happen by assigning a date to a previously blank ED Mail Date.
   - Return to the Appeals Window to see if the ("overall") School Appeal Status in the School block of the form has been modified.

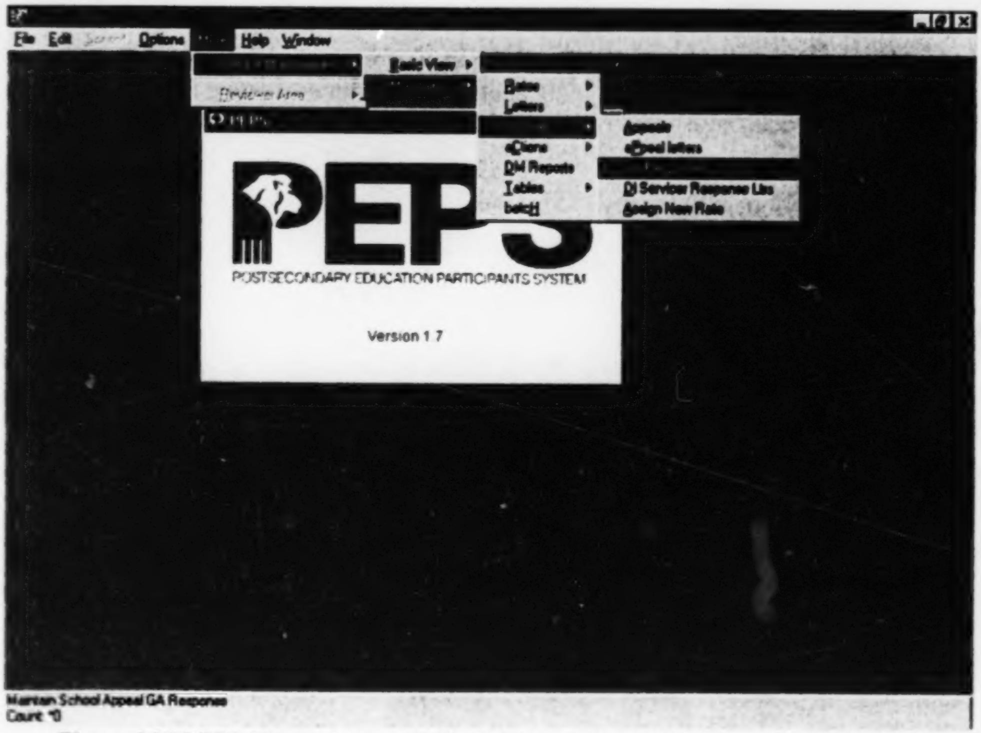
6.3 Maintain Appeal GA Response Letters (PEPSD832, PEPSI832)

The purpose of this section is to demonstrate the online functions available to the Default Management Staff to maintain GA Response letters. This is an alternative method to that presented in the previous section. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Appeal GA Response Letters for a school.

Accessing the Maintain Appeal GA Letters Screen

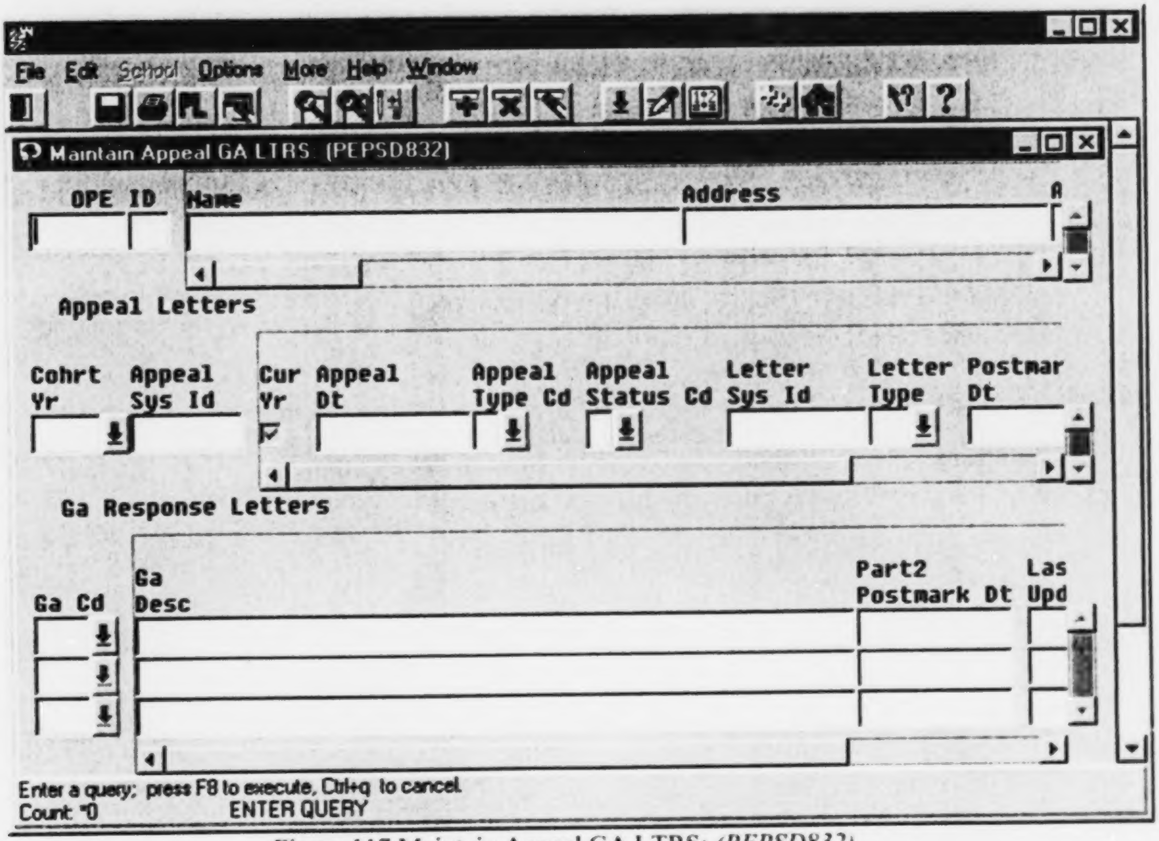
- Select *More / Default Management / Maintain / Appeals / GA Responsel Letters* from the PEPS menu. The figure below displays the PEPS menu path.


File
Edit
Options
Help
Window
Reviewer Area
Basic View
Rates
Letters
eClaims
DM Reports
Tables
batcH
Appeals
aPpeal letters
DI Servicer Response Ltrs
Assign New Rate
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Maintain School Appeal GA Response
Count: *0

Figure 116 PEPS Menu: *More / Default Management / Maintain / Appeals / GA Response Ltrs (PEPSMAIN)*

The *Maintain Appeals GA LTRS* window appears as displayed below.


File Edit School Options More Help Window
Maintain Appeal GA LTRS (PEPSD832)
OPE ID
Name
Address
Appeal Letters
Cohrt Yr
Appeal Sys Id
Cur Yr
Appeal Dt
Appeal Type Cd
Appeal Status Cd
Letter Sys Id
Letter Type
Postmar Dt
Ga Response Letters
Ga Cd
Ga Desc
Part2 Postmark Dt
Las Upd

Enter a query; press F8 to execute, Ctrl+q to cancel.

Count: *0 ENTER QUERY

Figure 117 Maintain Appeal GA LTRS: *(PEPSD832)*

Layout and Organization of Information on this Screen

- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Appeal Letters area appears in the next block.
- Notice that the GA Response letters area appears in the 3rd block.

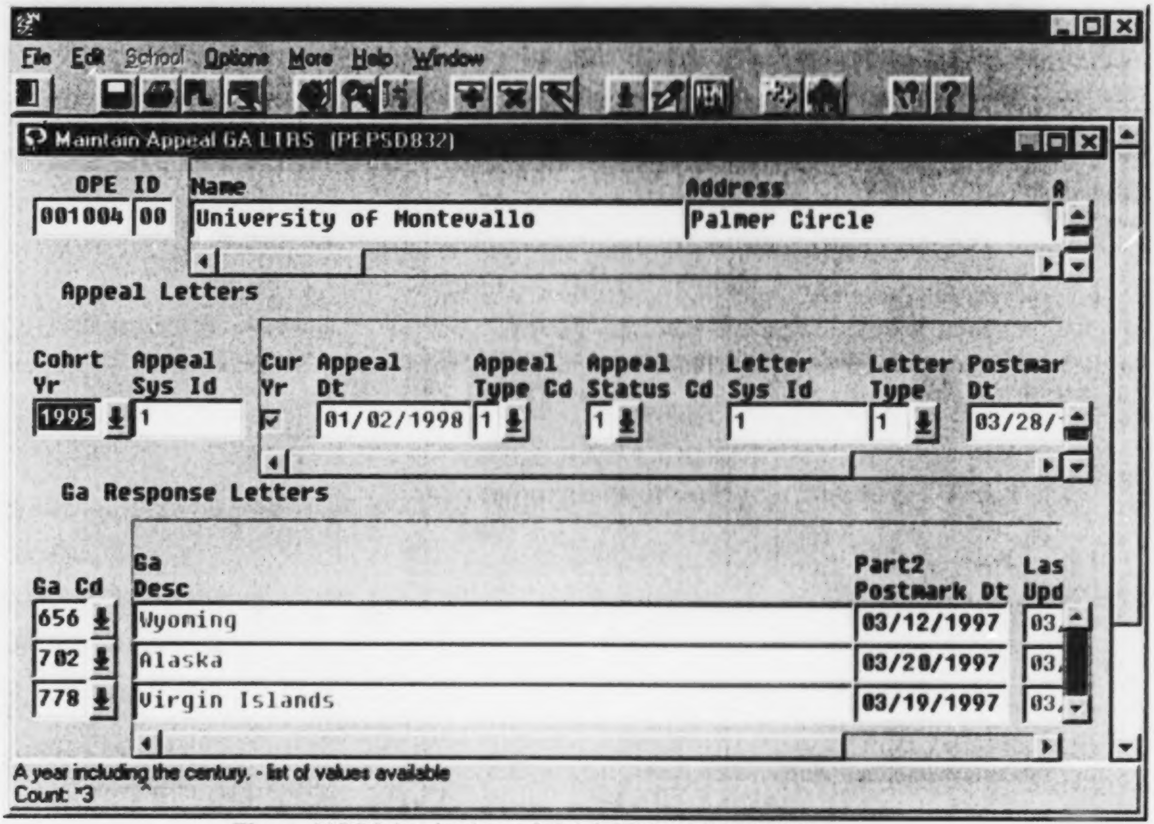
Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or appeal letters and/or GA response letters.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the appeal letters displayed in the Appeal Letters block belong to the one school displayed in the "School" block. Notice that the GA Response

Letter displayed in the GA Response Letter block belongs to the one appeal letter displayed in the "Appeal Letter" block. Refer to the figures below.



Maintain Appeal GA LTRS (PEPSD832)

OPE	ID	Name	Address
001004	00	University of Montevallo	Palmer Circle

Appeal Letters

Cohrt Yr	Appeal Sys Id	Cur Yr	Appeal Dt	Appeal Type Cd	Appeal Status Cd	Letter Sys Id	Letter Type	Postmar Dt
1995	1	☑	01/02/1998	1	1	1	1	03/28/

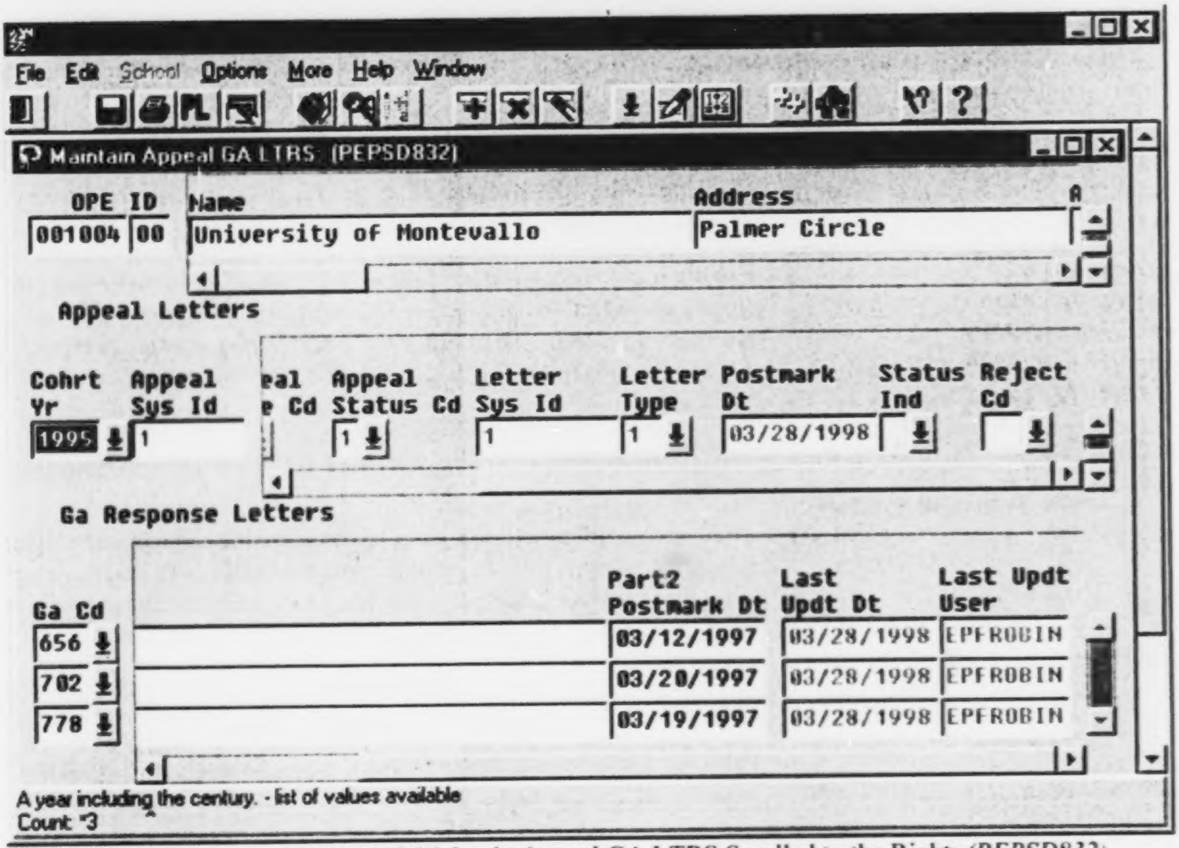
Ga Response Letters

Ga Cd	Ga Desc	Part2 Postmark Dt	Las Upd
656	Wyoming	03/12/1997	03
702	Alaska	03/20/1997	03
778	Virgin Islands	03/19/1997	03

A year including the century. - list of values available
Count: *3

Figure 118 Maintain Appeal GA LTRS: *(PEPSD832)*

Scroll to the right to view all of the columns on the form. Refer to the figure below.



Maintain Appeal GA LTRS (PEPSD832)

OPE	ID	Name	Address	A
001004	00	University of Montevallo	Palmer Circle	

Appeal Letters

Cohrt Yr	Appeal Sys Id	eal e Cd	Appeal Status Cd	Letter Sys Id	Letter Type	Postmark Dt	Status Ind	Reject Cd
1995	1		1	1	1	03/28/1998		

Ga Response Letters

Ga Cd		Part2 Postmark Dt	Last Updt Dt	Last Updt User
656		03/12/1997	03/28/1998	EPFROBIN
702		03/20/1997	03/28/1998	EPFROBIN
778		03/19/1997	03/28/1998	EPFROBIN

A year including the century. - list of values available
Count: *3

Figure 119 Maintain Appeal GA LTRS Scrolled to the Right: *(PEPSD832)*

Finding a School's GA Response Letters

2. Query the school block to identify and open a school.
   - Select *More / Default Management / Maintain / Appeals / GA Response Letters* from the PEPS menu. The *Maintain Appeal GA Ltrs* window appears.
   - Type in the School Number and press the "Find" button.
   - Notice that the school information appears in the main "school-block" of the form. A block is a section of data that is logically, and usually physically, related.

- Notice that Appeal Letters appear in the next block; although, only one Appeal letter is displayed at a time.
- Notice that for each Appeal letter displayed a set of GA Response letters can be displayed or entered in the "GA Response Letters" block.
- Locate the Appeal Letter for which GA Response letters should be entered.

3. Enter GA Response records.

- Navigate to the "GA Response Letters" block on the *Appeal GA Response Ltrs* window.

Tip: Instead of using the Insert Button, place the cursor in a blank row and click.

- Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Select the appropriate Cohrt Year and enter all other columns in the row. *An alternative to using the Insert button is to place the cursor in a blank row and click. This is available only if a blank row currently exists on the screen*
- The system will not allow the row to be saved without entering all required columns.
- The system will not allow a letter to be entered for a Guarantee Agency, which is invalid. A list from which to select valid GA Codes can be displayed by placing the cursor in the GA Cd column and clicking the LOV icon on the toolbar.
- Click the Save Button (Blue Diskette) to save each response letter added or modified.
- Click the close-window button (red door) on the toolbar to close the window.

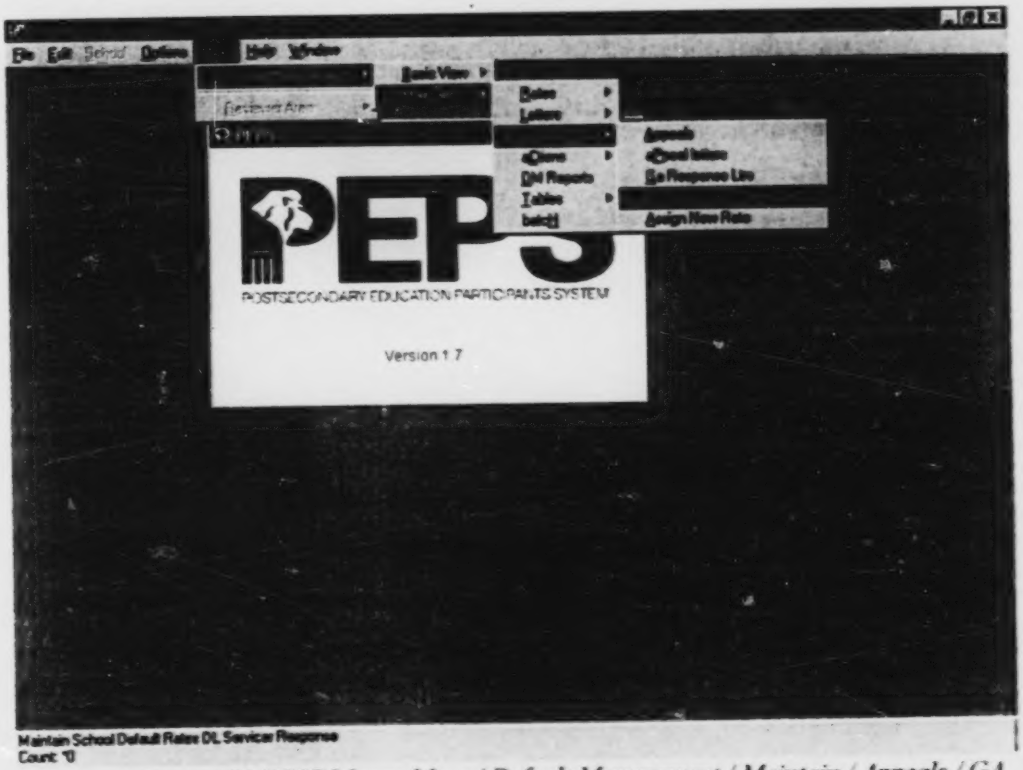
6.4 Maintain Appeal DL Servicer Response Letters (PEPSD833, PEPSI833)

The purpose of this section is to demonstrate the online functions available to the Default Management Staff to maintain DL Servicer Response letters. This is an alternative method to that presented in a previous section. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Appeal GA Response Letters for a school.

Accessing the Maintain Appeal Direct Loan Servicer Letters Screen

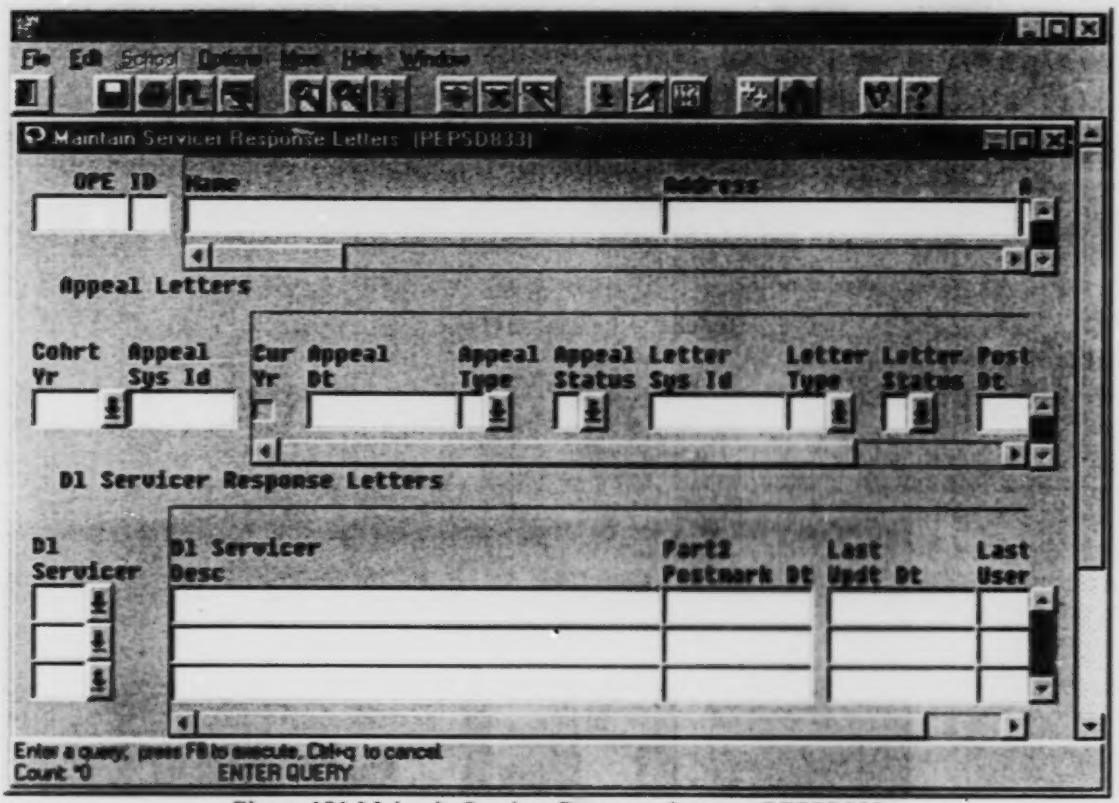
- Select *More / Default Management / Maintain / Appeals / DL Servicer Response Ltrs* from the PEPS menu. The figure below displays the PEPS menu path.


File
Edit
Select
Options
Help
Window
Basic View
Restricted Area
Rates
Letters
aClaims
DM Reports
Tables
batch
Appeals
aPpeal letters
Ga Response Ltrs
Assign New Rate
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7

Maintain School Default Rates DL Servicer Response
Count: *0

Figure 120 PEPS Menu: *More / Default Management / Maintain / Appeals / GA Response Ltrs (PEPSMAIN)*

The *Maintain Servicer Response Letters* window appears as displayed below.


File Edit School Options More Help Window
Maintain Servicer Response Letters (PEPSD833)
OPE ID
Name
Address
Appeal Letters
Cohrt Yr
Appeal Sys Id
Cur Yr
Appeal Dt
Appeal Type
Appeal Status
Letter Sys Id
Letter Type
Letter Status
Post Dt
Dl Servicer Response Letters
Dl Servicer
Dl Servicer Desc
Part2 Postmark Dt
Last Updt Dt
Last User

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 121 Maintain Servicer Response Letters *(PEPSD833)*

Layout and Organization of Information on this Screen

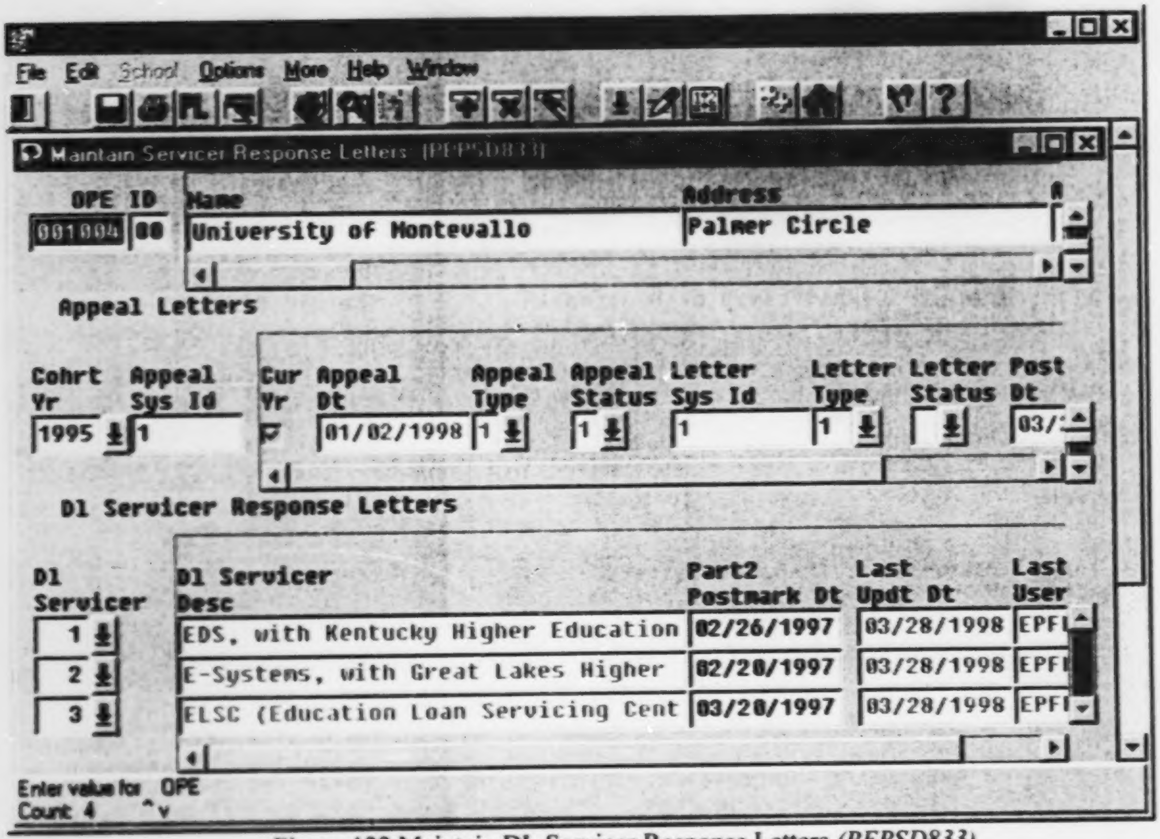
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Appeal Letters area appears in the next block.
- Notice that the DL Servicer Response letters area appears in the 3rd block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or appeal letters and/or DL response letters.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the appeal letters displayed in the Appeal Letters block belong to the one school displayed in the "School" block. Notice that the DL Response Letter displayed in the DL Servicer Response Letter block belongs to the one appeal letter displayed in the "Appeal Letter" block. Refer to the figures below.


File Edit School Options More Help Window
Maintain Servicer Response Letters (PEPSD833)

OPE ID: 001004 00

Name: University of Montevallo

Address: Palmer Circle

Appeal Letters

Cohrt Yr	Appeal Sys Id	Cur Yr	Appeal Dt	Appeal Type	Appeal Status	Letter Sys Id	Letter Type	Letter Status	Post Dt
1995	1	☑	01/02/1998	1	1	1	1		03/

Dl Servicer Response Letters

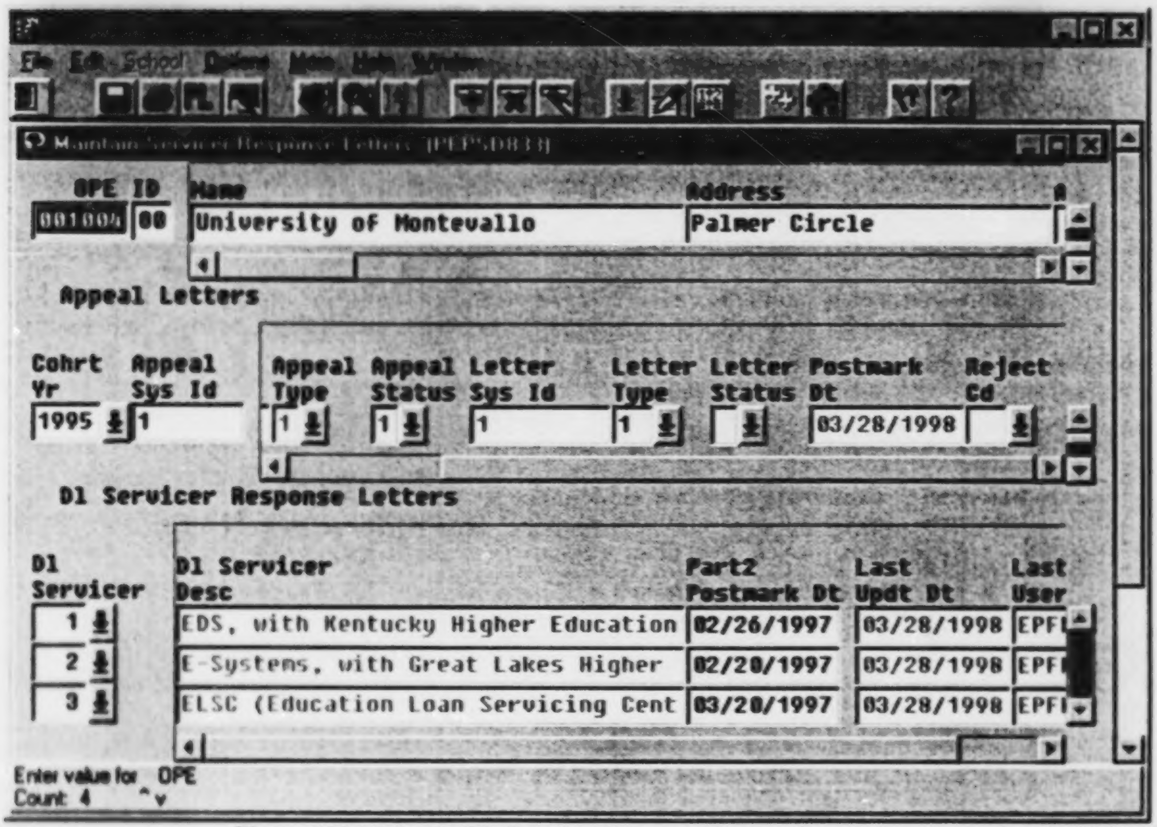
Dl Servicer	Dl Servicer Desc	Part2 Postmark Dt	Last Updt Dt	Last User
1	EDS, with Kentucky Higher Education	02/26/1997	03/28/1998	EPF
2	E-Systems, with Great Lakes Higher	02/28/1997	03/28/1998	EPF
3	ELSC (Education Loan Servicing Cent	03/28/1997	03/28/1998	EPF

Enter value for OPE

Count: 4

Figure 122 Maintain DL Servicer Response Letters *(PEPSD833)*

Scroll to the right to view all of the columns on the form. Refer to the figure below.



OPE	ID	Name	Address
001004	00	University of Montevallo	Palmer Circle

Appeal Letters

Cohrt Yr	Appeal Sys Id	Appeal Type	Appeal Status	Letter Sys Id	Letter Type	Letter Status	Postmark Dt	Reject Cd
1995	1	1	1	1	1		03/28/1998	

Dl Servicer Response Letters

Dl Servicer	Dl Servicer Desc	Part2 Postmark Dt	Last Updt Dt	Last User
1	EDS, with Kentucky Higher Education	02/26/1997	03/28/1998	EPF
2	E-Systems, with Great Lakes Higher	02/28/1997	03/28/1998	EPF
3	ELSC (Education Loan Servicing Cent	03/28/1997	03/28/1998	EPF

Enter value for OPE
Count: 4

Figure 123 Maintain DL Servicer Response Letters Scrolled to the Right *(PEPSD833)*

Finding a School's DL Servicer Response Letters

2. Query the School block and identify and open a school.
   - Select *More / Default Management / Maintain / Appeals / DL Servicer Response Letters* from the PEPS menu. The *Maintain Servicer Response Ltrs* window appears.
   - Type in the School Number and press the "Find" button.
   - Notice that the school information appears in the main "school-block" of the form. A block is a section of data that is logically, and usually physically, related.
   - Notice that Appeal Letters appear in the next block; although, only one Appeal letter is displayed at a time.

- Notice that for each Appeal letter displayed a set of DL Servicer Response letters can be displayed or entered in the "DL Servicer Response Letters" block.
- Locate the Appeal Letter for which DL Servicer Response letters should be entered.

Enter DSL Responses

2. Enter DL Servicer Response records.
   - Navigate to the "DL Servicer Response Letters" block on the *Maintain* Servicer *Response Ltrs* window.
   - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Select the appropriate Cohort Year and enter all other columns in the row.
   - The system will not allow the row to be saved without entering all required columns.
   - The system will not allow a letter to be entered for a DL Servicer, which is invalid. A list from which to select valid DL Servicer Codes can be displayed by placing the cursor in the DL Servicer Code column and pressing the LOV button on the toolbar.
   - Click the Save Button (Blue Diskette) to save each response letter added or modified.
   - Click the close-window button (red door) on the toolbar to close the window.

7 Maintain Default Management Actions (Hold/Release)

The purpose of this section is to demonstrate how to issue new Actions for individual schools, which have a default rate from NSLDS. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu. Certain users will have access to the query only version of these forms, but never the update versions. This is consistent with standard PEPS security.

The following windows display the PEPS Default Management / Maintain / Actions menu.

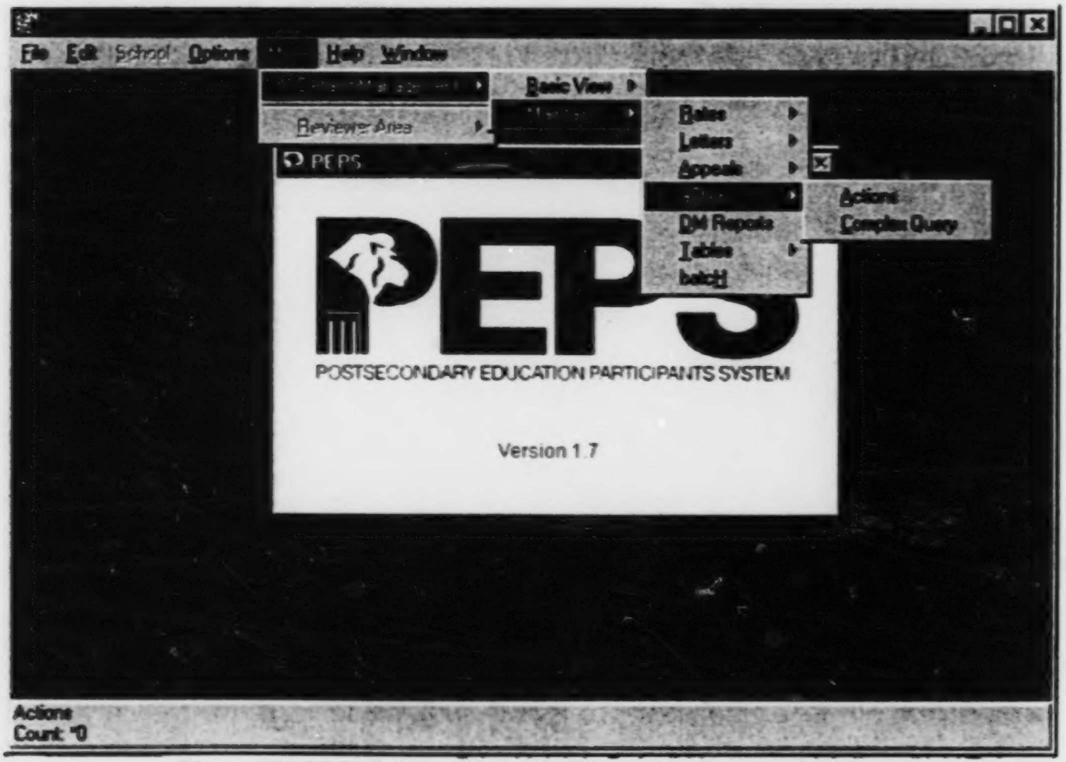

File
Edit
School
Options
Help
Window
Reviewers Area
Basic View
Rates
Letters
Appeals
Actions
Complex Query
DM Reports
Tables
batcH
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Actions
Count: *0

Figure 124 PEPS Menu: *More / Default Management / Maintain / Actions (PEPSMAIN)*

7.1 Maintain Default Management Actions (Hold/Release) (PEPSD835,PEPSI835)

The purpose of this screen is to issue new Actions for individual schools, which have a default rate from NSLDS. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

Because the system issues all actions except those that are designated for manual assignment, only a small group of actions, distinguished by action type, can be manually assigned to a school. The sets of actions, which can be assigned in this manner, are for "Hold" and "Release from Hold". Actions can never be modified or deleted.

1. Search for the Default Rate Actions for a school.

Accessing the Maintain Actions Screen

- Select *More / Default Management / Maintain / Actions / Actions* from the PEPS menu. The figure below displays the PEPS menu path.

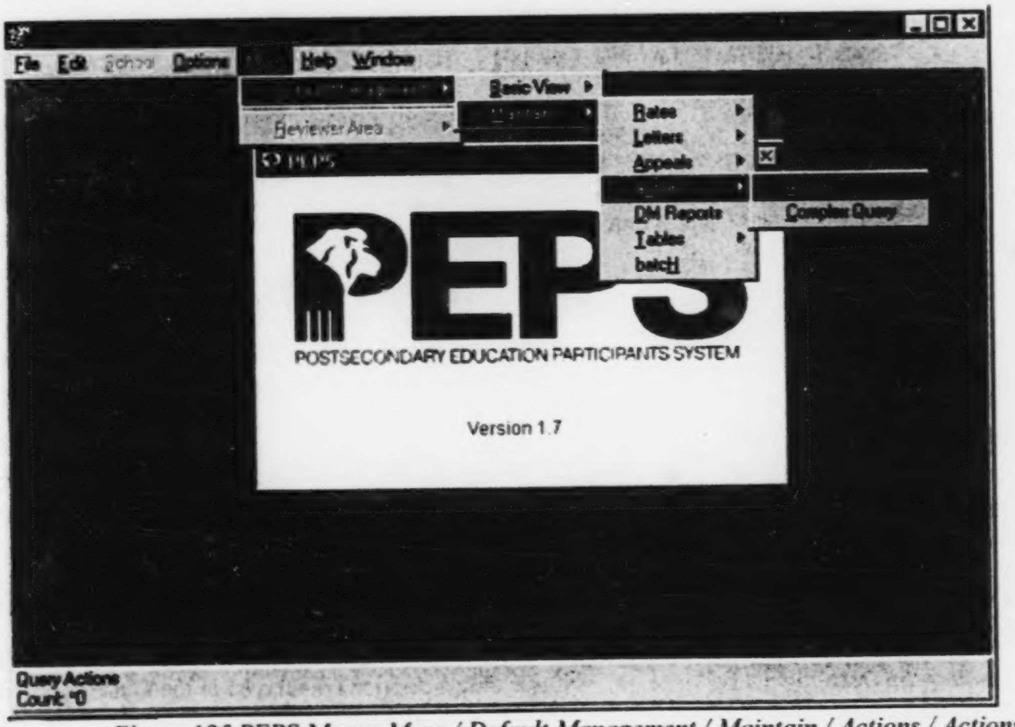
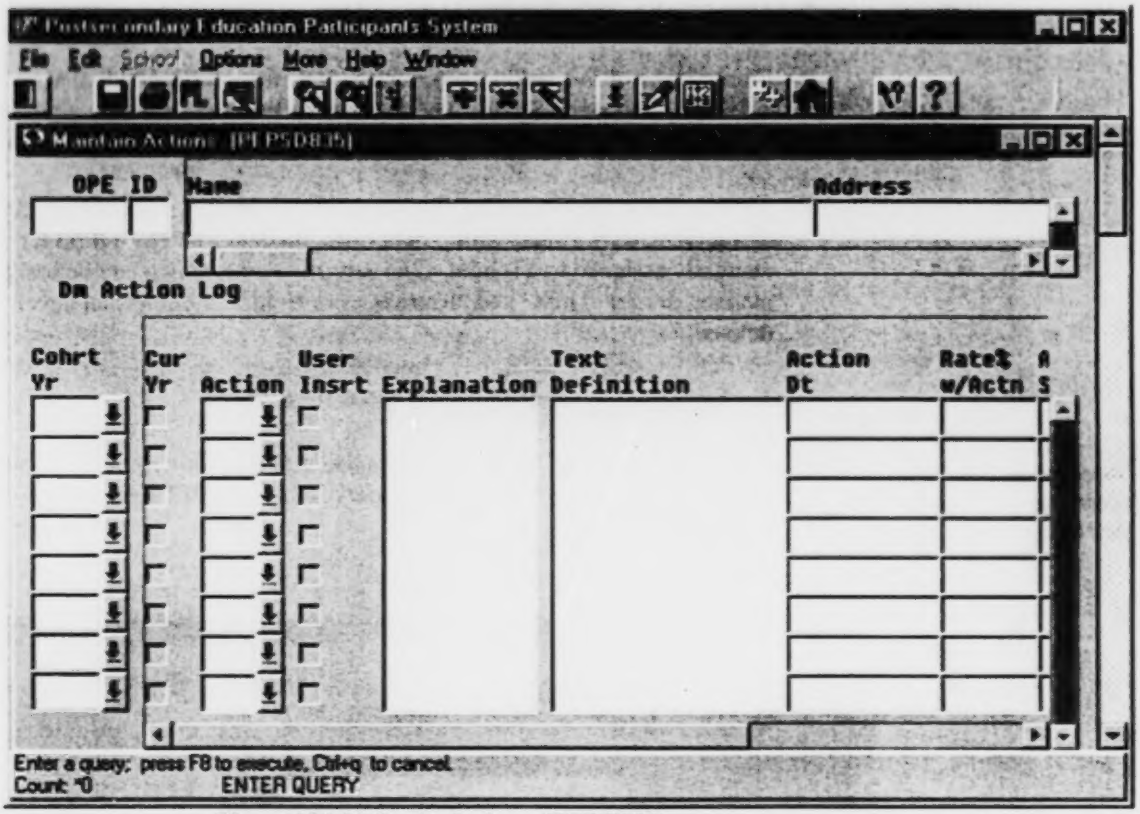

File
Edit
School
Options
Help
Window
Reviewer Area
Basic View
Rates
Letters
Appeals
DM Reports
Tables
batcH
Complex Query
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Query Actions
Count: *0

Figure 125 PEPS Menu: *More / Default Management / Maintain / Actions / Actions (PEPSMAIN)*

The *Maintain Actions* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Actions (PEPSD835)
OPE ID
Name
Address
Dm Action Log
Cohrt Yr
Cur Yr
Action
User Insrt
Explanation
Text Definition
Action Dt
Rate% w/Actn
A S

Enter a query; press F8 to execute, Ctrl+q to cancel.
Count: *0 ENTER QUERY

Figure 126 Maintain Actions *(PEPSD835)*

Layout and Organization of Information on this Screen

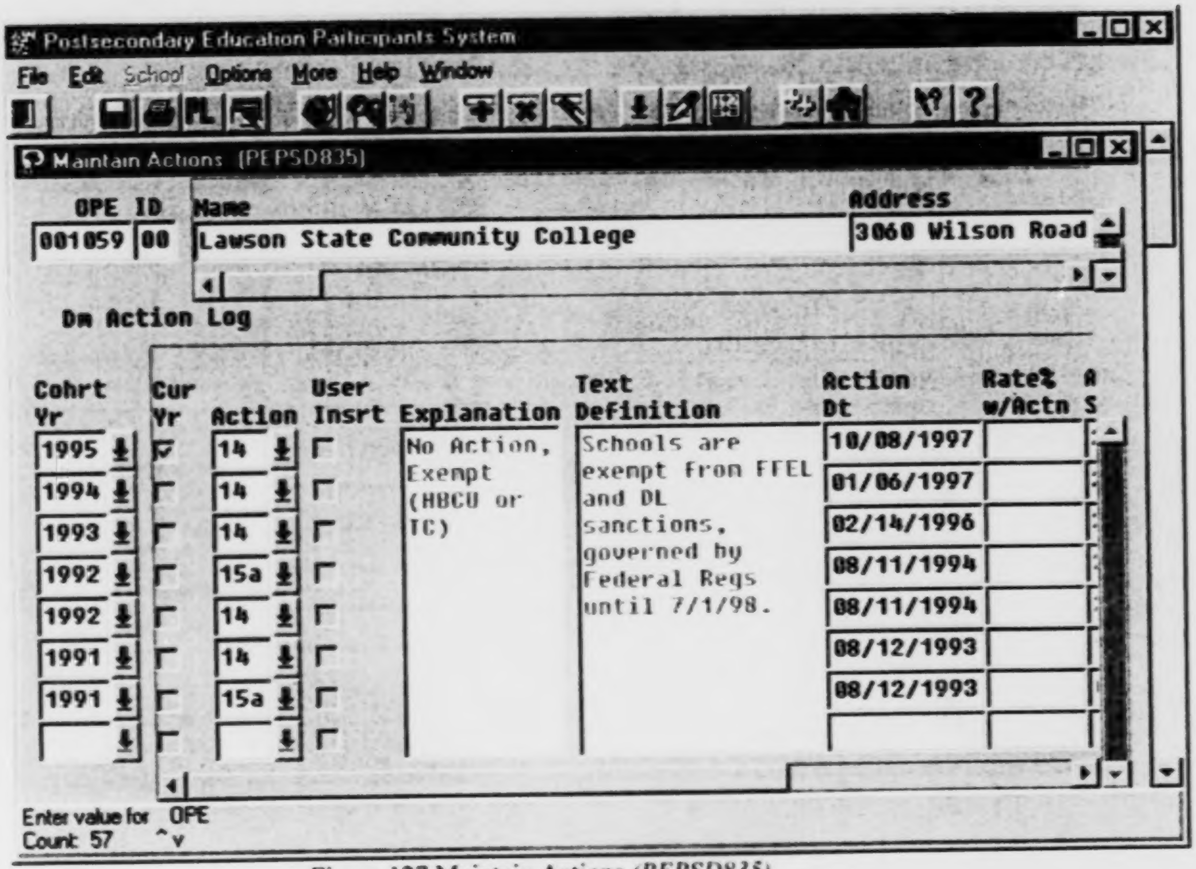
- Notice that the school information area appears in the upper, "School", block of the form. A block is a section of data that is logically, and usually physically, related.
- Notice that the Dm Action Log area appears in the next block.

Enter Selection Criteria

- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools and/or actions.
- Enter an OPE ID as the selection criteria in the "School" block and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- Notice that the actions displayed in the Dm Action Log block belong to the one school displayed in the "School" block. Refer to the Figure below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Actions (PEPSD835)

OPE ID		Name	Address
001059	00	Lawson State Community College	3060 Wilson Road

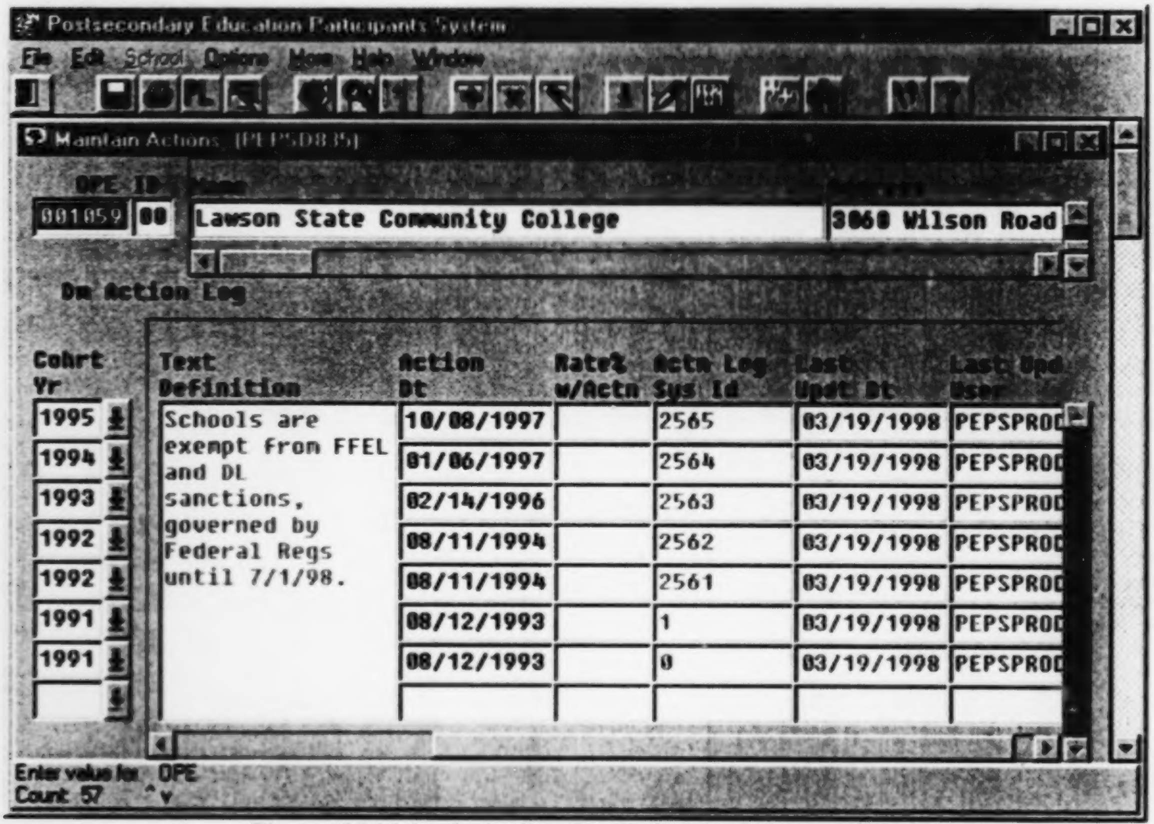
Dm Action Log

Cohrt Yr	Cur Yr	Action	User Insrt	Explanation	Text Definition	Action Dt	Rate% w/Actn	A S
1995	☑	14	☐	No Action, Exempt (HBCU or TC)	Schools are exempt from FFEL and DL sanctions, governed by Federal Regs until 7/1/98.	10/08/1997		
1994	☐	14	☐			01/06/1997		
1993	☐	14	☐			02/14/1996		
1992	☐	15a	☐			08/11/1994		
1992	☐	14	☐			08/11/1994		
1991	☐	14	☐			08/12/1993		
1991	☐	15a	☐			08/12/1993		
	☐		☐					

Enter value for OPE
Count: 57 ^v

Figure 127 Maintain Actions *(PEPSD835)*

Scroll to the right to view all of the columns on the form. Refer to the figures below.


Postsecondary Education Participants System
File Edit School Options Menu Help Window
Maintain Actions (PEPSD835)
Enter value for: OPE
Count: 57

OPE ID: 001059 00

Lawson State Community College

3060 Wilson Road

Dm Action Log

Cohrt Yr	Text Definition	Action Dt	Rate% w/Actn	Actn Log Sys Id	Last Updt Dt	Last Upd User
1995	Schools are exempt from FFEL and DL sanctions, governed by Federal Regs until 7/1/98.	10/08/1997		2565	03/19/1998	PEPSPROD
1994		01/06/1997		2564	03/19/1998	PEPSPROD
1993		02/14/1996		2563	03/19/1998	PEPSPROD
1992		08/11/1994		2562	03/19/1998	PEPSPROD
1992		08/11/1994		2561	03/19/1998	PEPSPROD
1991		08/12/1993		1	03/19/1998	PEPSPROD
1991		08/12/1993		0	03/19/1998	PEPSPROD

Figure 128 Maintain Actions Scrolled to the Right *(PEPSD835)*

Finding a School's Actions

2. Query the school block to identify and open a school.
   - Select *More / Default Management / Maintain / Actions / Actions* from the PEPS menu. The *Maintain Actions* window appears.
   - Type in the OPE ID and press the "Find" button (the magnifying glass).
   - Notice that the school information appears in the "school" block of the form. A block is a section of data that is logically, and usually physically, related. If Actions Data already exists for the school selected or is entered during this session, it will appear in the "Dm Action Log" block on the form.

Enter New Actions

3. Insert a manual action.
   - Select *More / DM / Maintain / Actions / Actions* from the PEPS menu. The *Maintain Actions* window appears.
   - Type in the School Number and press the "Find" button or PF-Key 7.
   - Notice that the school information appears in the main "school-block" of the form. A block is a section of data that is logically, and usually physically, related.
   - Notice that Actions appear in the next block.

4. Enter Default Management Action records.
   - In the *Maintain Actions* window navigate until the cursor appears in the "Actions" block.
   - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Select the appropriate Cohrt Year and enter all mandatory columns in the row. *An alternative to using the Insert button is to place the cursor in a blank row and click. This is available only if a blank row currently exists on the screen.*
   - Use the LOV (list of values) button on the toolbar for any columns that have the LOV symbol to the immediate right of the column (down arrow). Place the cursor in the column, and click on the LOV button on the toolbar.
   - The system will not allow an action row to be saved for actions that do not have column, "Manual Insertion Allowed", set to "Y" on the pop-up window window that displays the list of valid Action codes.
   - The system will not allow the row to be saved without entering all the required columns for an Action Record.

Tip: Instead of using the Insert Button, place the cursor in a blank row and click.

- Click the Save button (Blue Diskette) on the toolbar to save changes made to any columns in the letter for the school.
- Actions can not be modified and that they can not be deleted.
- Click the close-window button (red door) on the toolbar to close the window.

7.2 Complex Query Default Management Action Data (PEPSI836)

The purpose of this screen is to provide default management staff with a powerful analytical tool to identify actions through both school and action criteria. This function is only available to users who have been granted access privileges to the Default Management / Maintain menu. It provides a powerful query capability against a large and comprehensive view of the action data maintained by DMD.

The form itself allows data to be displayed for multiple schools at a time if those schools share common data features.

1. Search for the Default Actions for a school.

Accessing the Actions Complex Query Screen

- Select *More / Default Management / Maintain / Actions / Complex Query* from the PEPS menu. The figure below displays the PEPS menu path.

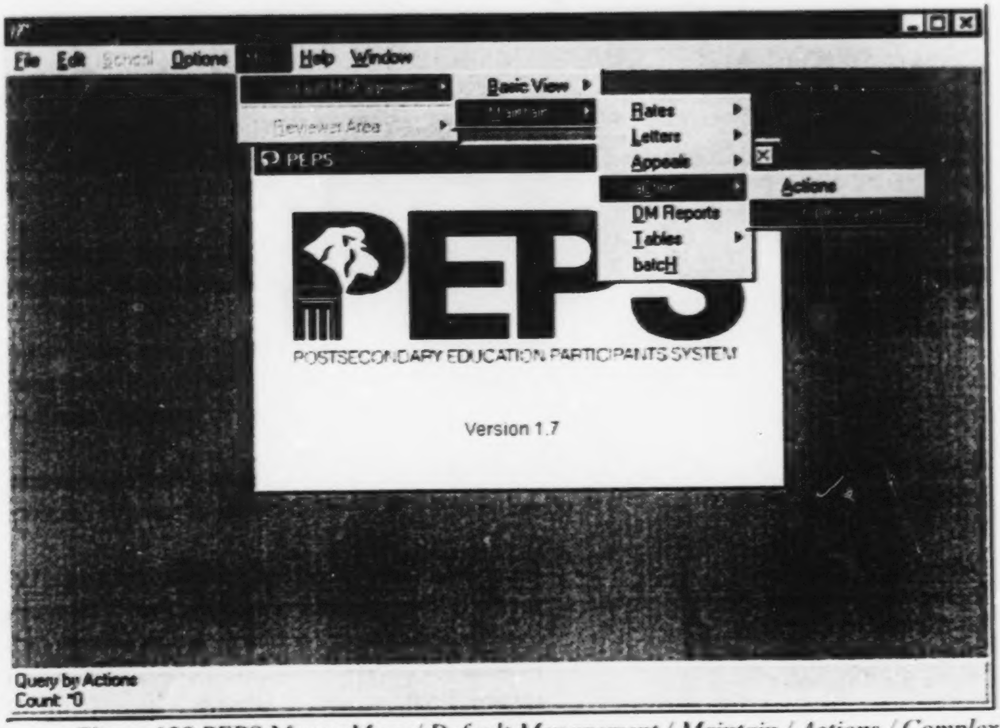
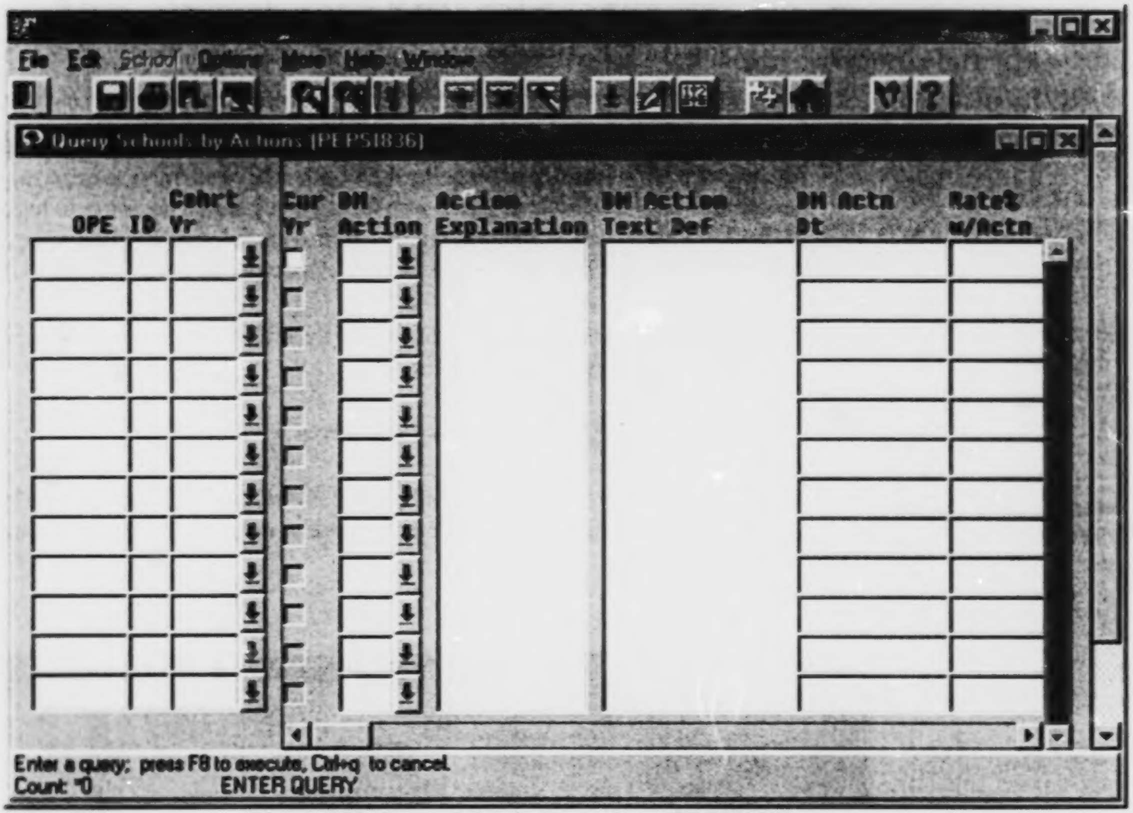

File
Edit
School
Options
Help
Window
Reviewer Area
Basic View
Rates
Letters
Appeals
DM Reports
Tables
batcH
Actions
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Query by Actions
Count: *0

Figure 129 PEPS Menu: *More / Default Management / Maintain / Actions / Complex Query (PEPSMAIN)*

The *Query Schools by Actions* window appears as displayed below.


File Edit School Options More Help Window
Query Schools by Actions (PEPSI836)
OPE ID
Cohrt Yr
Cur Yr
DM Action
Action Explanation
DM Action Text Def
DM Actn Dt
Rate% w/Actn

Enter a query; press F8 to execute, Ctrl+q to cancel
Count: *0 ENTER QUERY

Figure 130 Query Schools by Actions (PEPSI836)

Layout and Organization of Information on this Screen

- Notice that only one block of data appears on this form. A block is a section of data that is logically, and usually physically, related.

- Notice that the single block data area contains both School and Action data; this means that school information will be repeated, i.e., the name of the a school will be repeated for each row of default action data displayed.

Enter Selection Criteria

3. The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of schools / actions.

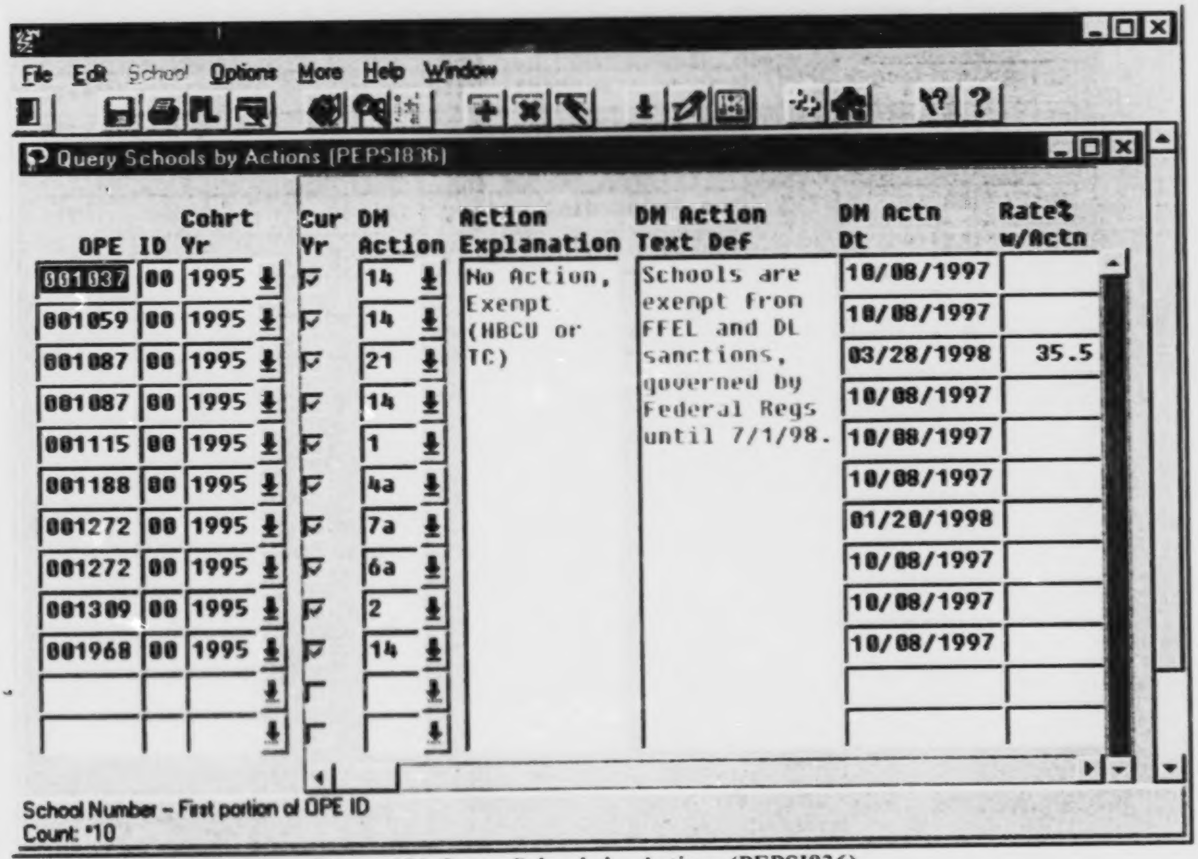
Warning!!! Enter Selection Criteria Sufficient to Limit the Number of Action Records Returned!!!

- Enter selection criteria in the data block (e.g., 1995 for cohort year and 001% for OPE ID). *Warning, there are tens of thousands of actions. Make sure that the selection criteria are precise enough to limit the set of actions you want displayed on the screen. Non-specific selection criteria may produce a response time of several minutes.* Execute the query by pressing the Find button (the magnifying glass).

- Bear in mind that each column in which selection criteria is entered will affect the outcome of the query, i.e., each school/action must be true for selection criteria A and B and C and....

Viewing the Data

- The actions displayed in this single block screen belong to different schools as indicated by the OPE ID column. Refer to the Figure below.



Query Schools by Actions (PEPSI836)

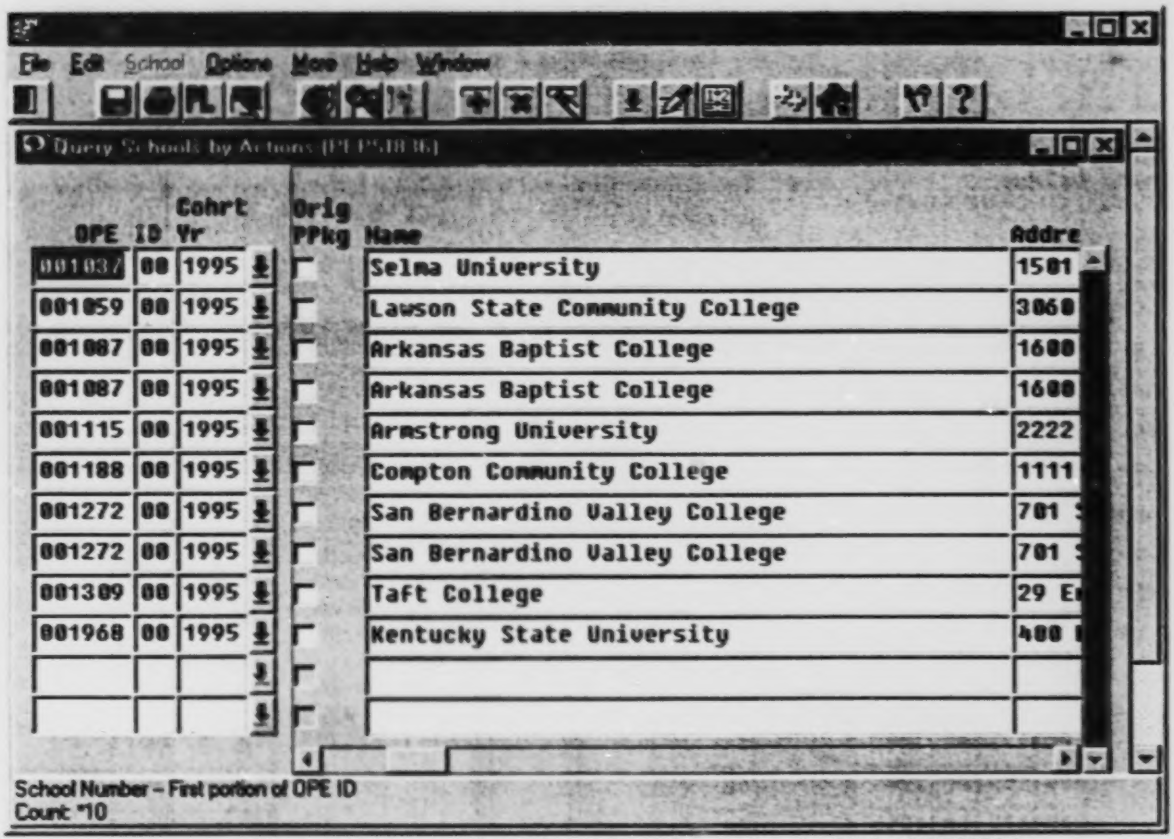
OPE	ID	Cohrt Yr	Cur Yr	DM Action	Action Explanation	DM Action Text Def	DM Actn Dt	Rate% w/Actn
001037	00	1995	☑	14	No Action, Exempt (HBCU or TC)	Schools are exempt from FFEL and DL sanctions, governed by Federal Regs until 7/1/98.	10/08/1997	
001059	00	1995	☑	14			10/08/1997	
001087	00	1995	☑	21			03/28/1998	35.5
001087	00	1995	☑	14			10/08/1997	
001115	00	1995	☑	1			10/08/1997	
001188	00	1995	☑	4a			10/08/1997	
001272	00	1995	☑	7a			01/20/1998	
001272	00	1995	☑	6a			10/08/1997	
001309	00	1995	☑	2			10/08/1997	
001968	00	1995	☑	14			10/08/1997	
			☐					
			☐					

School Number – First portion of OPE ID
Count: *10

Figure 131 Query Schools by Actions (PEPSI836)

- Scroll to the right using the horizontal scroll bar to review all of the data columns. Refer to the figures below.

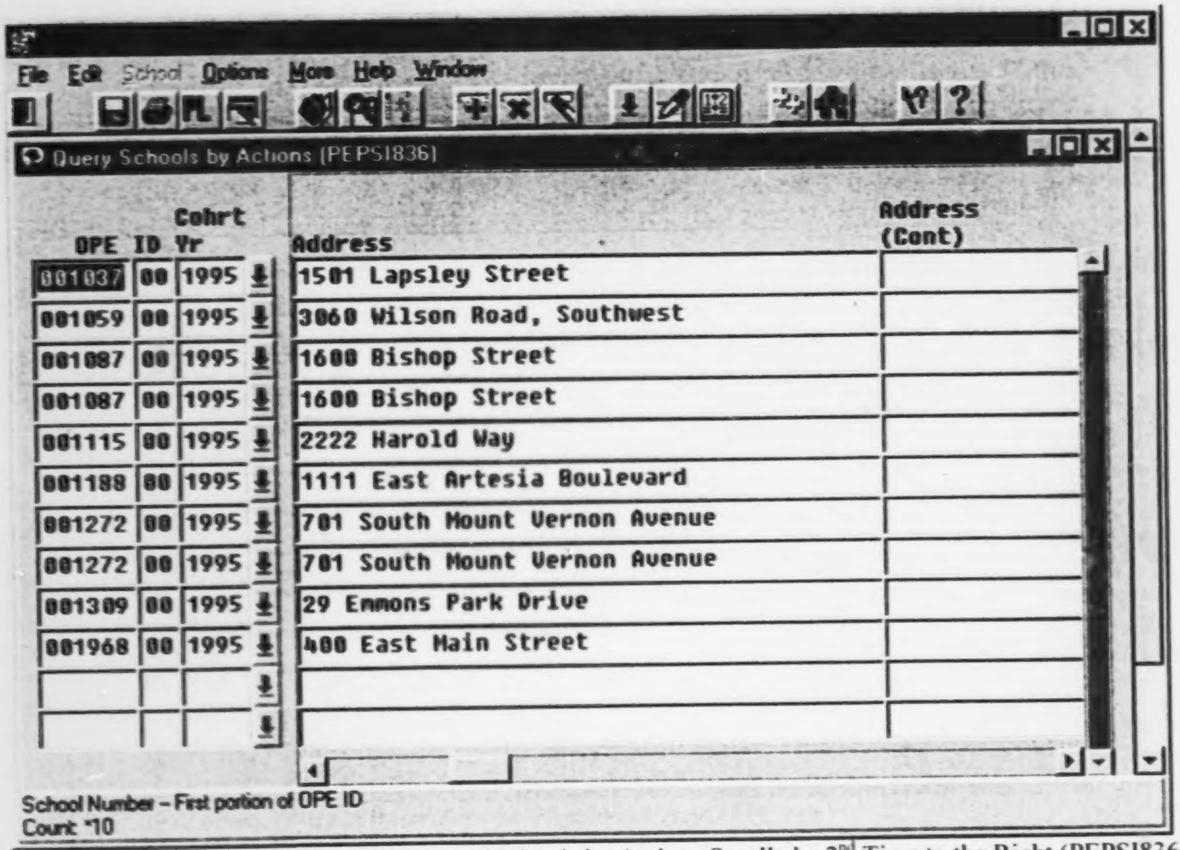
BEST COPY AVAILABLE


File Edit School Options More Help Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Orig PPkg	Name	Addre
001037	00	1995	☐	Selma University	1501
001059	00	1995	☐	Lawson State Community College	3060
001087	00	1995	☐	Arkansas Baptist College	1600
001087	00	1995	☐	Arkansas Baptist College	1600
001115	00	1995	☐	Armstrong University	2222
001188	00	1995	☐	Compton Community College	1111
001272	00	1995	☐	San Bernardino Valley College	701
001272	00	1995	☐	San Bernardino Valley College	701
001309	00	1995	☐	Taft College	29 E
001968	00	1995	☐	Kentucky State University	400
			☐		
			☐		

School Number – First portion of OPE ID
Count: *10

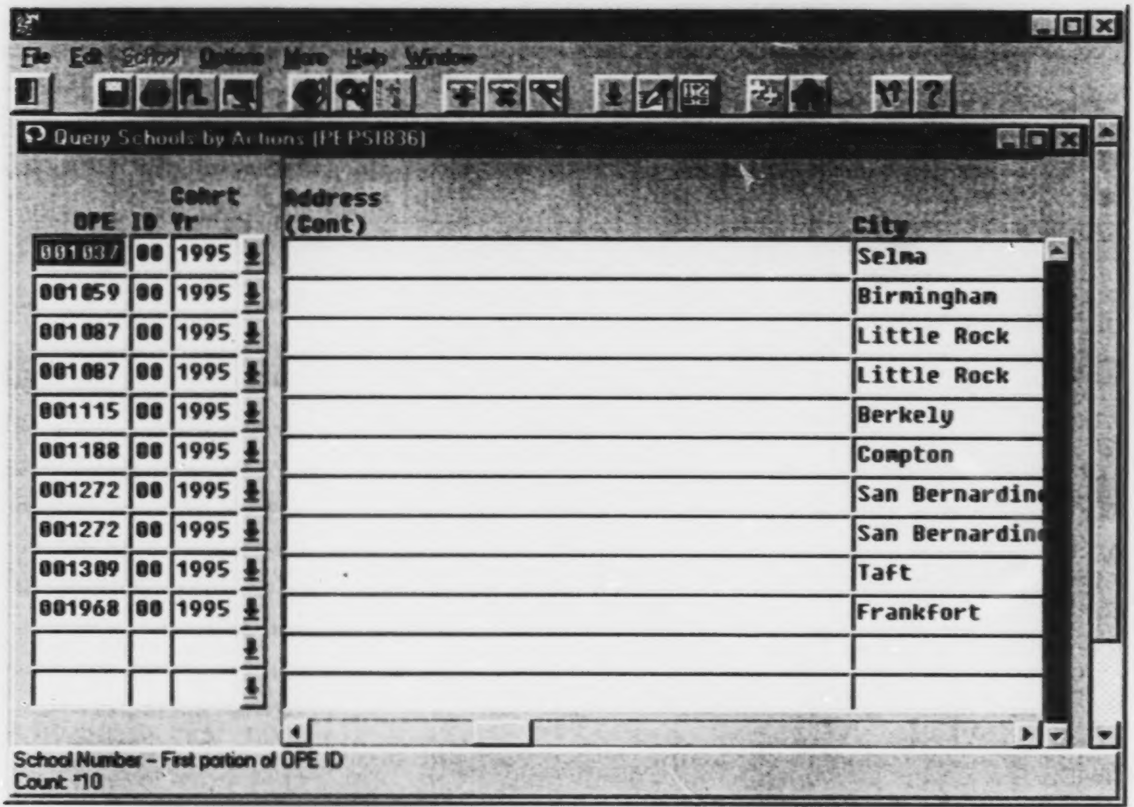
Figure 132 Query Schools by Actions Scrolled to the Right (PEPSI836)


File Edit School Options More Help Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Address	Address (Cont)
001037	00	1995	1501 Lapsley Street	
001059	00	1995	3060 Wilson Road, Southwest	
001087	00	1995	1600 Bishop Street	
001087	00	1995	1600 Bishop Street	
001115	00	1995	2222 Harold Way	
001188	00	1995	1111 East Artesia Boulevard	
001272	00	1995	701 South Mount Vernon Avenue	
001272	00	1995	701 South Mount Vernon Avenue	
001309	00	1995	29 Emmons Park Drive	
001968	00	1995	400 East Main Street	

School Number – First portion of OPE ID
Count: *10

Figure 133 Query Schools by Actions Scrolled a 2nd Time to the Right (PEPSI836)

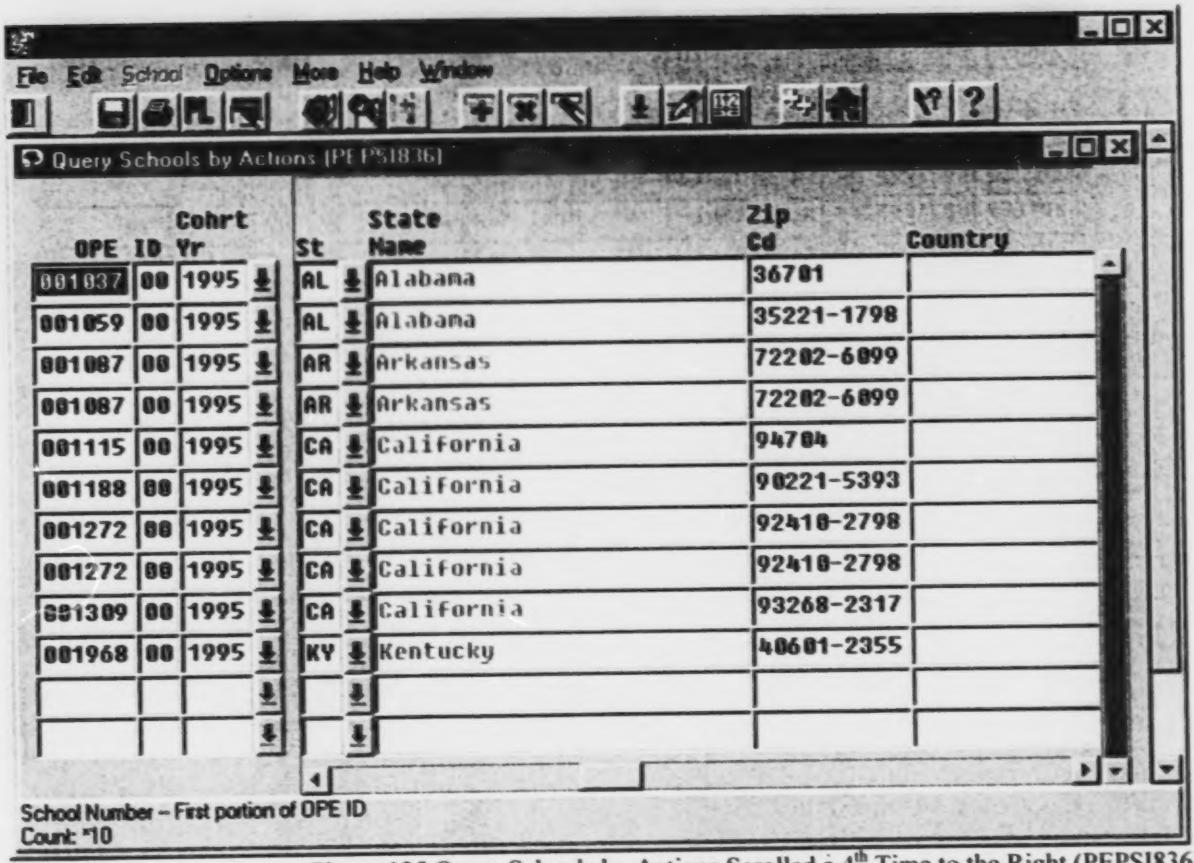


Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Address (Cont)	City
001037	00	1995		Selma
001059	00	1995		Birmingham
001087	00	1995		Little Rock
001087	00	1995		Little Rock
001115	00	1995		Berkely
001188	00	1995		Compton
001272	00	1995		San Bernardin
001272	00	1995		San Bernardin
001309	00	1995		Taft
001968	00	1995		Frankfort

School Number – First portion of OPE ID
Count: *10

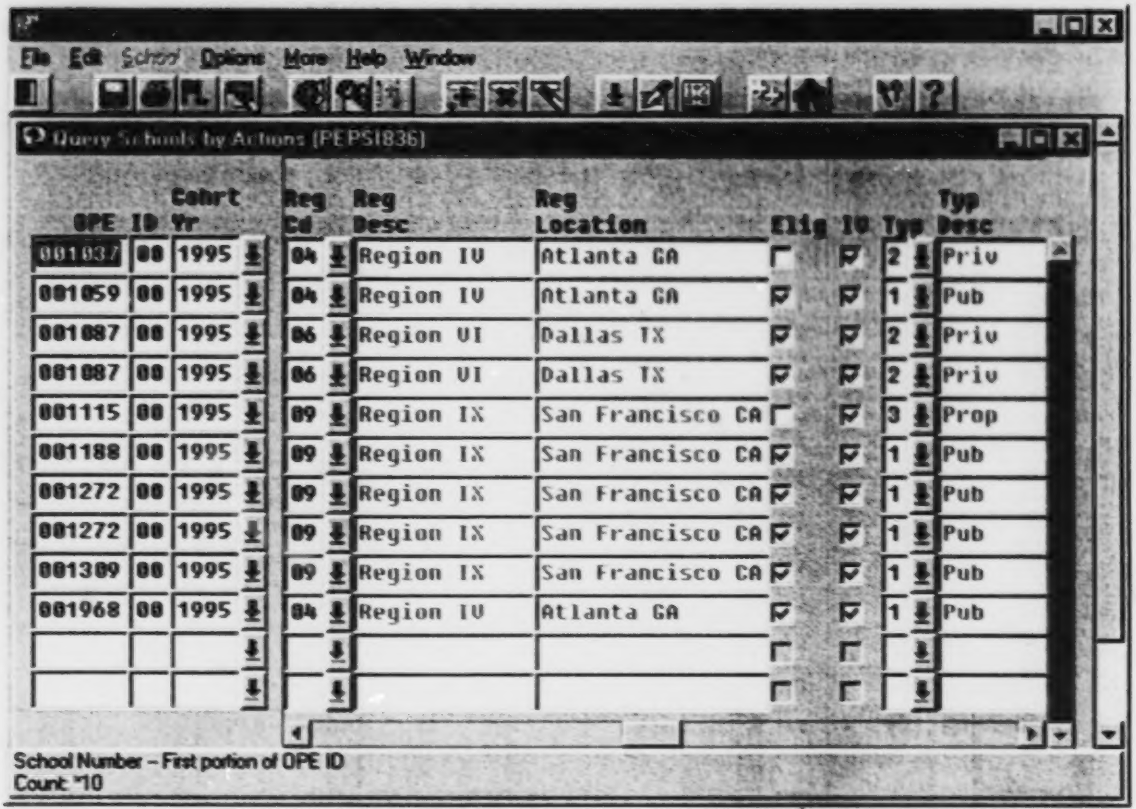
Figure 134 Query Schools by Actions Scrolled a 3rd Time to the Right (PEPSI836)


File
Edit
School
Options
More
Help
Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	St	State Name	Zip Cd	Country
001037	00	1995	AL	Alabama	36701	
001059	00	1995	AL	Alabama	35221-1798	
001087	00	1995	AR	Arkansas	72202-6099	
001087	00	1995	AR	Arkansas	72202-6099	
001115	00	1995	CA	California	94704	
001188	00	1995	CA	California	90221-5393	
001272	00	1995	CA	California	92410-2798	
001272	00	1995	CA	California	92410-2798	
001309	00	1995	CA	California	93268-2317	
001968	00	1995	KY	Kentucky	40601-2355	

School Number – First portion of OPE ID
Count: *10

Figure 135 Query Schools by Actions Scrolled a 4th Time to the Right (PEPSI836)

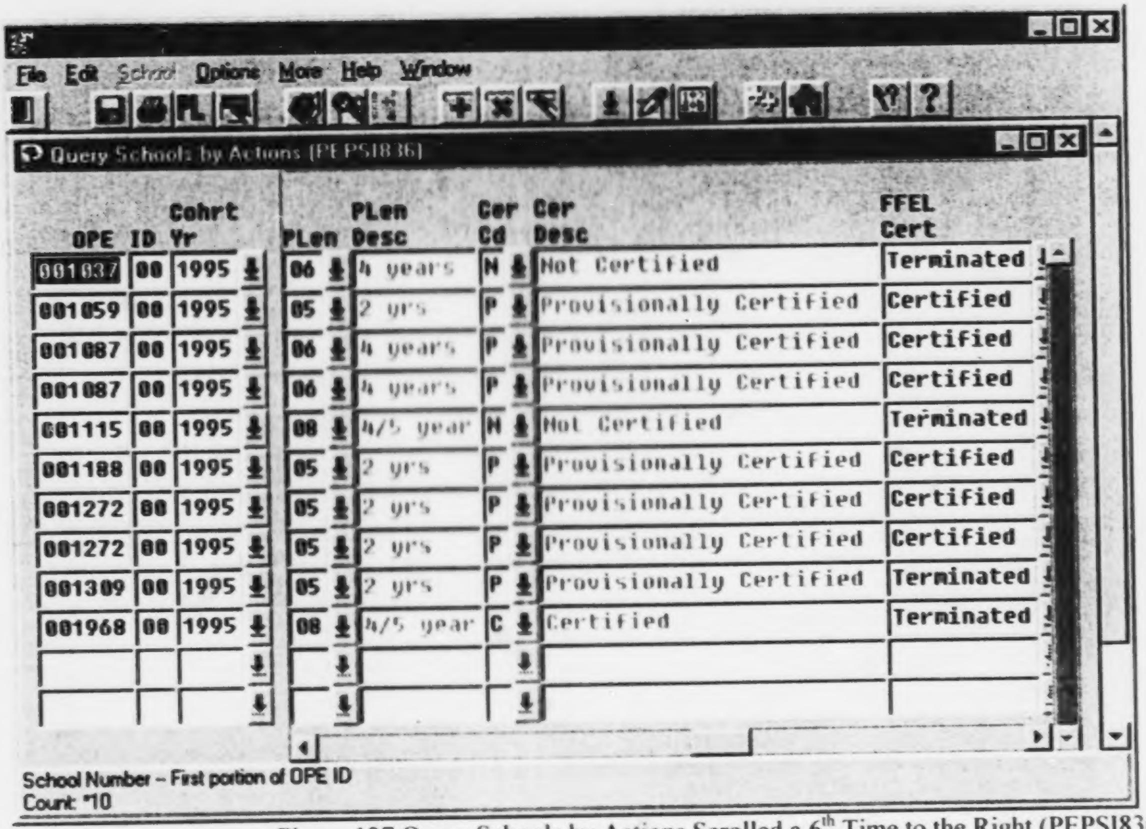


Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Reg Cd	Reg Desc	Reg Location	Elig	IU	Typ	Typ Desc
001037	00	1995	04	Region IV	Atlanta GA	☐	☑	2	Priv
001059	00	1995	04	Region IV	Atlanta GA	☑	☑	1	Pub
001087	00	1995	06	Region VI	Dallas TX	☑	☑	2	Priv
001087	00	1995	06	Region VI	Dallas TX	☑	☑	2	Priv
001115	00	1995	09	Region IX	San Francisco CA	☐	☑	3	Prop
001188	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001272	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001272	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001309	00	1995	09	Region IX	San Francisco CA	☑	☑	1	Pub
001968	00	1995	04	Region IV	Atlanta GA	☑	☑	1	Pub
						☐	☐		
						☐	☐		

School Number – First portion of OPE ID
Count: *10

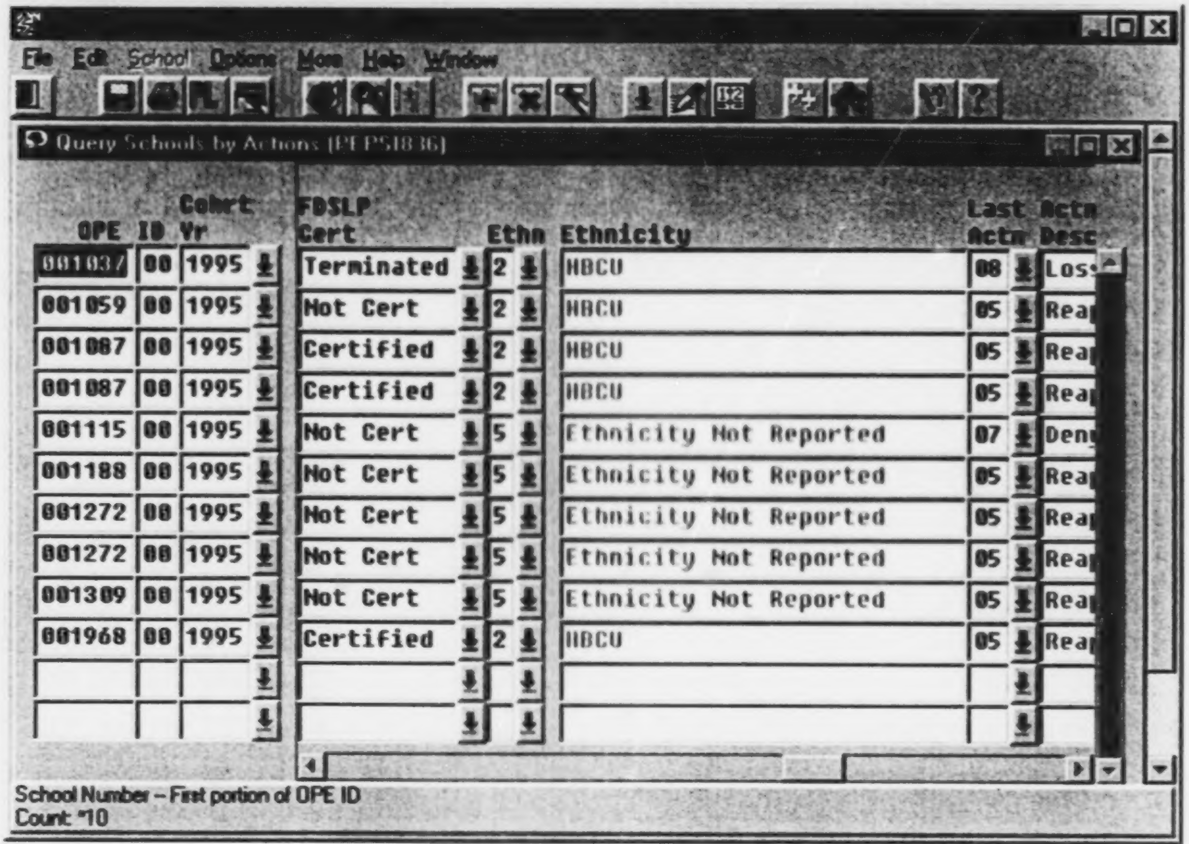
Figure 136 Query Schools by Actions Scrolled a 5th Time to the Right (PEPSI836)



OPE	ID	Cohrt Yr	PLen	PLen Desc	Cer Cd	Cer Desc	FFEL Cert
001037	00	1995	06	4 years	N	Not Certified	Terminated
001059	00	1995	05	2 yrs	P	Provisionally Certified	Certified
001087	00	1995	06	4 years	P	Provisionally Certified	Certified
001087	00	1995	06	4 years	P	Provisionally Certified	Certified
001115	00	1995	08	4/5 year	N	Not Certified	Terminated
001188	00	1995	05	2 yrs	P	Provisionally Certified	Certified
001272	00	1995	05	2 yrs	P	Provisionally Certified	Certified
001272	00	1995	05	2 yrs	P	Provisionally Certified	Certified
001309	00	1995	05	2 yrs	P	Provisionally Certified	Terminated
001968	00	1995	08	4/5 year	C	Certified	Terminated

School Number – First portion of OPE ID
Count: *10

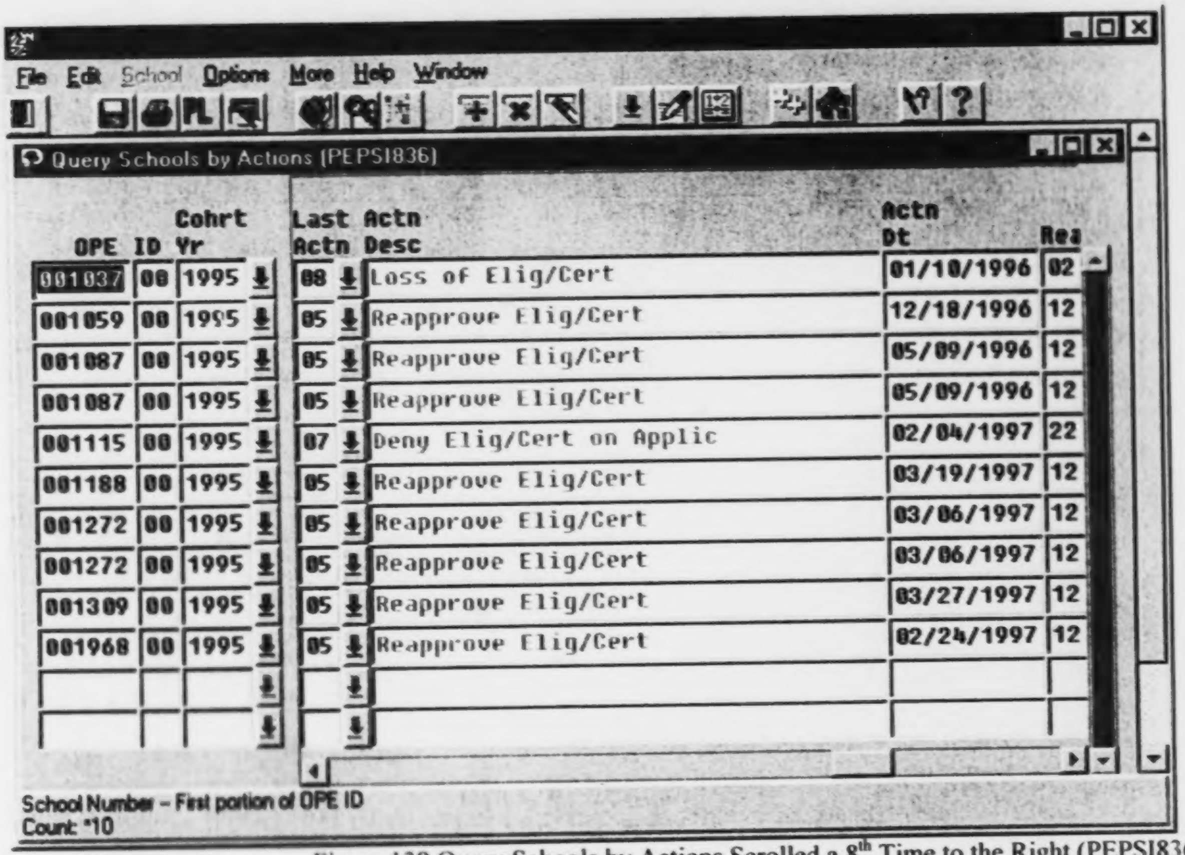
Figure 137 Query Schools by Actions Scrolled a 6th Time to the Right (PEPSI836)


File
Edit
School
Options
More
Help
Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	FDSLP Cert	Ethn	Ethnicity	Last Actn	Actn Desc
001037	00	1995	Terminated	2	HBCU	08	Los
001059	00	1995	Not Cert	2	HBCU	05	Rea
001087	00	1995	Certified	2	HBCU	05	Rea
001087	00	1995	Certified	2	HBCU	05	Rea
001115	00	1995	Not Cert	5	Ethnicity Not Reported	07	Den
001188	00	1995	Not Cert	5	Ethnicity Not Reported	05	Rea
001272	00	1995	Not Cert	5	Ethnicity Not Reported	05	Rea
001272	00	1995	Not Cert	5	Ethnicity Not Reported	05	Rea
001309	00	1995	Not Cert	5	Ethnicity Not Reported	05	Rea
001968	00	1995	Certified	2	HBCU	05	Rea

School Number – First portion of OPE ID
Count: *10

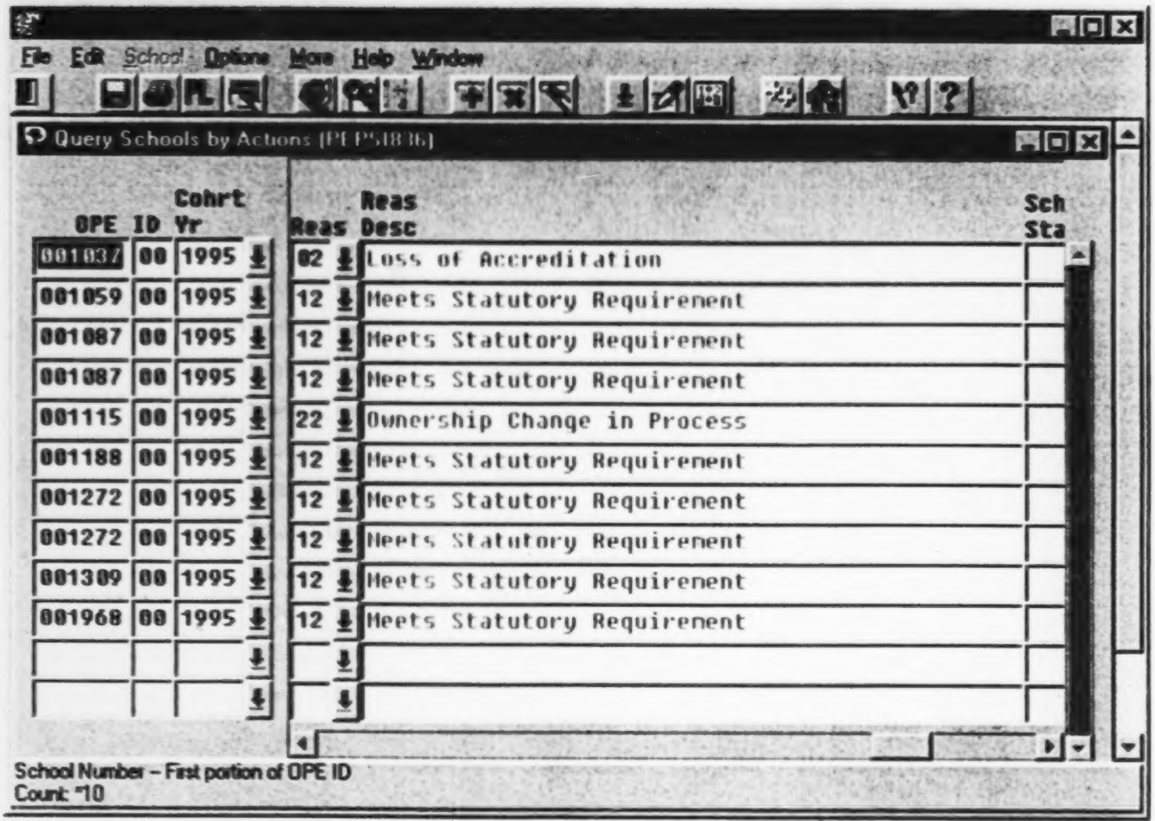
Figure 138 Query Schools by Actions Scrolled a 7th Time to the Right (PEPSI836)


File Edit School Options More Help Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Last Actn	Actn Desc	Actn Dt	Rea
001037	00	1995	08	Loss of Elig/Cert	01/10/1996	02
001059	00	1995	05	Reapprove Elig/Cert	12/18/1996	12
001087	00	1995	05	Reapprove Elig/Cert	05/09/1996	12
001087	00	1995	05	Reapprove Elig/Cert	05/09/1996	12
001115	00	1995	07	Deny Elig/Cert on Applic	02/04/1997	22
001188	00	1995	05	Reapprove Elig/Cert	03/19/1997	12
001272	00	1995	05	Reapprove Elig/Cert	03/06/1997	12
001272	00	1995	05	Reapprove Elig/Cert	03/06/1997	12
001309	00	1995	05	Reapprove Elig/Cert	03/27/1997	12
001968	00	1995	05	Reapprove Elig/Cert	02/24/1997	12

School Number – First portion of OPE ID
Count: *10

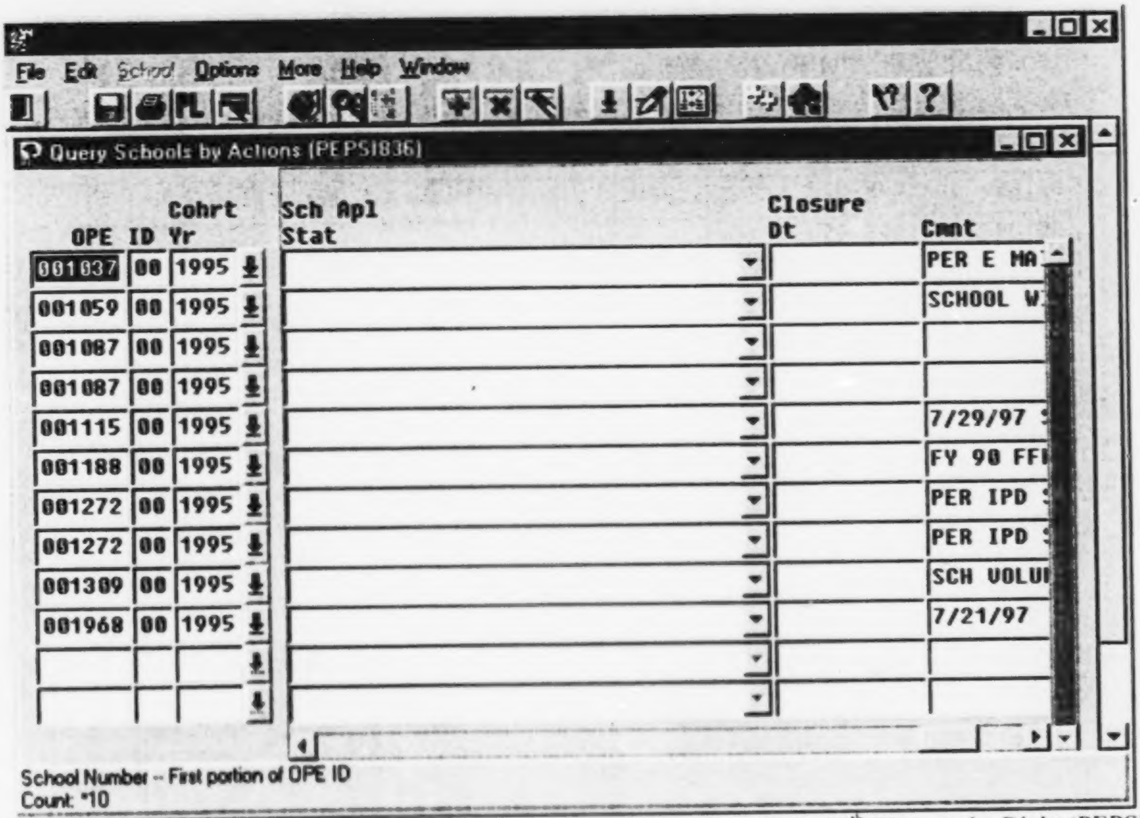
Figure 139 Query Schools by Actions Scrolled a 8th Time to the Right (PEPSI836)


File
Edit
School
Options
More
Help
Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Reas	Reas Desc	Sch Sta
001037	00	1995	02	Loss of Accreditation	
001059	00	1995	12	Meets Statutory Requirement	
001087	00	1995	12	Meets Statutory Requirement	
001087	00	1995	12	Meets Statutory Requirement	
001115	00	1995	22	Ownership Change in Process	
001188	00	1995	12	Meets Statutory Requirement	
001272	00	1995	12	Meets Statutory Requirement	
001272	00	1995	12	Meets Statutory Requirement	
001309	00	1995	12	Meets Statutory Requirement	
001968	00	1995	12	Meets Statutory Requirement	

School Number – First portion of OPE ID
Count: *10

Figure 140 Query Schools by Actions Scrolled a 9th Time to the Right (PEPSI836)

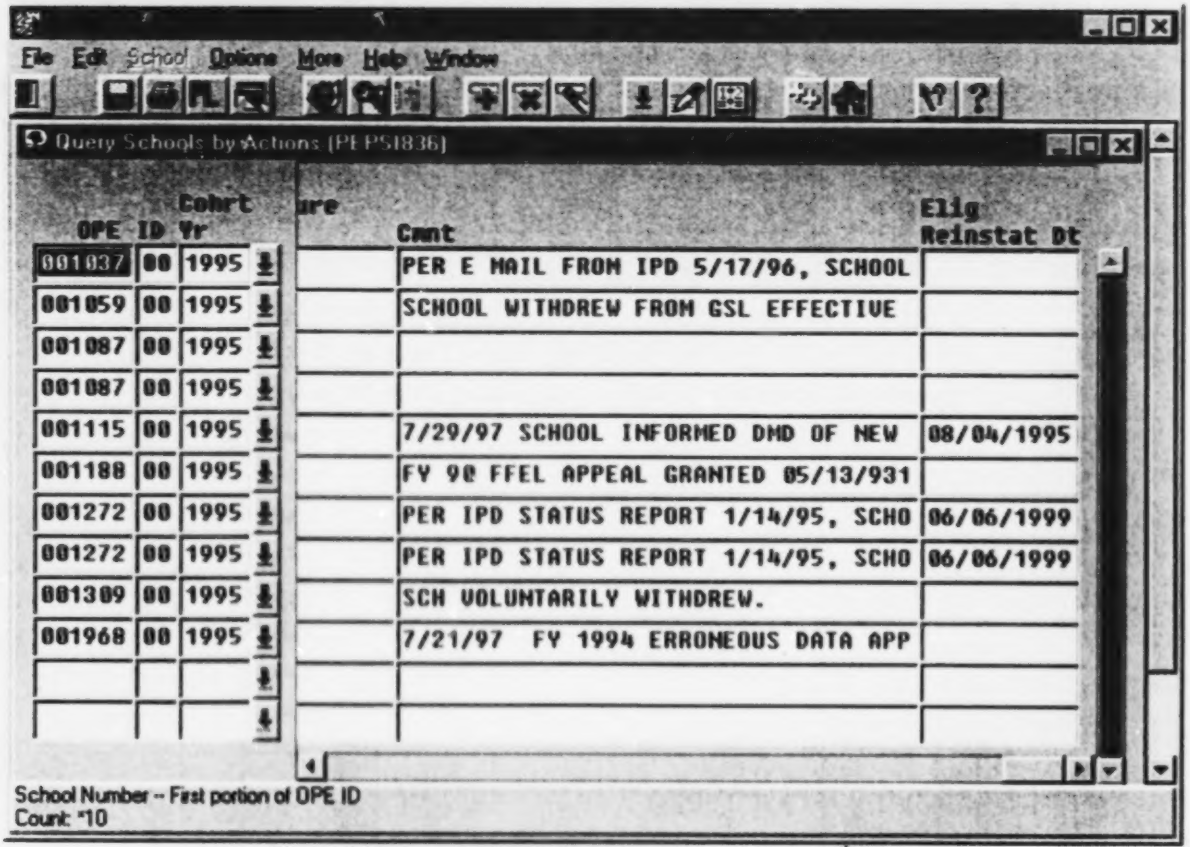


File
Edit
School
Options
More
Help
Window
Query Schools by Actions (PEPSI836)

OPE	ID	Cohrt Yr	Sch Apl Stat	Closure Dt	Cmnt
001037	00	1995			PER E MA
001059	00	1995			SCHOOL W
001087	00	1995			
001087	00	1995			
001115	00	1995			7/29/97
001188	00	1995			FY 90 FF
001272	00	1995			PER IPD
001272	00	1995			PER IPD
001309	00	1995			SCH VOLU
001968	00	1995			7/21/97

School Number -- First portion of OPE ID
Count: *10

Figure 141 Query Schools by Actions Scrolled a 10th Time to the Right (PEPSI836)


Query Schools by Actions (PEPSI836)
File Edit School Options More Help Window

OPE	ID	Cohrt Yr	ure	Cmnt	Elig Reinstat Dt
001037	00	1995		PER E MAIL FROM IPD 5/17/96, SCHOOL	
001059	00	1995		SCHOOL WITHDREW FROM GSL EFFECTIVE	
001087	00	1995			
001087	00	1995			
001115	00	1995		7/29/97 SCHOOL INFORMED DMD OF NEW	08/04/1995
001188	00	1995		FY 90 FFEL APPEAL GRANTED 05/13/931	
001272	00	1995		PER IPD STATUS REPORT 1/14/95, SCHO	06/06/1999
001272	00	1995		PER IPD STATUS REPORT 1/14/95, SCHO	06/06/1999
001309	00	1995		SCH VOLUNTARILY WITHDREW.	
001968	00	1995		7/21/97 FY 1994 ERRONEOUS DATA APP	

School Number -- First portion of OPE ID
Count: *10

Figure 142 Query Schools by Actions Scrolled an 11th Time to the Right (PEPSI836)

Find a set of data by Action Selection Criteria

1. Execute queries based on Action data.
    - Select *More / Default Management / Maintain / Actions / Complex Query* from the PEPS menu. The *Query Schools by Actions* window appears.
    - Go into "Enter Query" mode by clicking on the "Query" button.
    - Query on Action data only (e.g. Cohrt Yr=1995 and Action Cd=4a) and press the "Find" button.
    - Notice that both Action and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
    - Notice also that when more than one Action row exists for the same school which satisfied the search criteria, all data elements that are common and unchanging (such as OPE ID, Name, State) will be repeated in each row returned for that school.

Find a set of data by School Selection Criteria

1. Execute queries based on School data.
   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on school data only (e.g. Cohrt Yr=1995, Name=%Tech%, IV (Title IV eligibility is checked, and FFEL Cert='Certified') and press the "Find" button.
   - Notice that both Action and school data appears on the form. It will be necessary to scroll to the right on the form to see all the data returned.
   - Notice also that each Action for the schools selected will be displayed and that a school may be displayed more than once, for each Action found.

Find a set of data by Action and School Selection Criteria Combined

1. Execute queries based on Action and School data simultaneously.
   - Go into "Enter Query" mode by clicking on the "Query" button.
   - Query on Action data (e.g. Cohrt Yr=1995, Action Dt = 10/08/1997 and school data only (e.g. State="AL") then press the "Find".
   - Notice that this allows a more distinct set of data to be located (e.g. all schools/Actions in South Dakota which had an action generated on the data specified).

8 Default Management Reports

The purpose of this section is to describe the reporting capability of the PEPS DM system. The user will be instructed how to run individual reports and collect the output.

In the PEPS Default Management function, reports will be run from a form (PEPSI829). This form and the DM reports are only available to users who have been granted access to the Default Management / Maintain menu.

The following windows display the PEPS Default Management / Maintain / DM Reports menu.

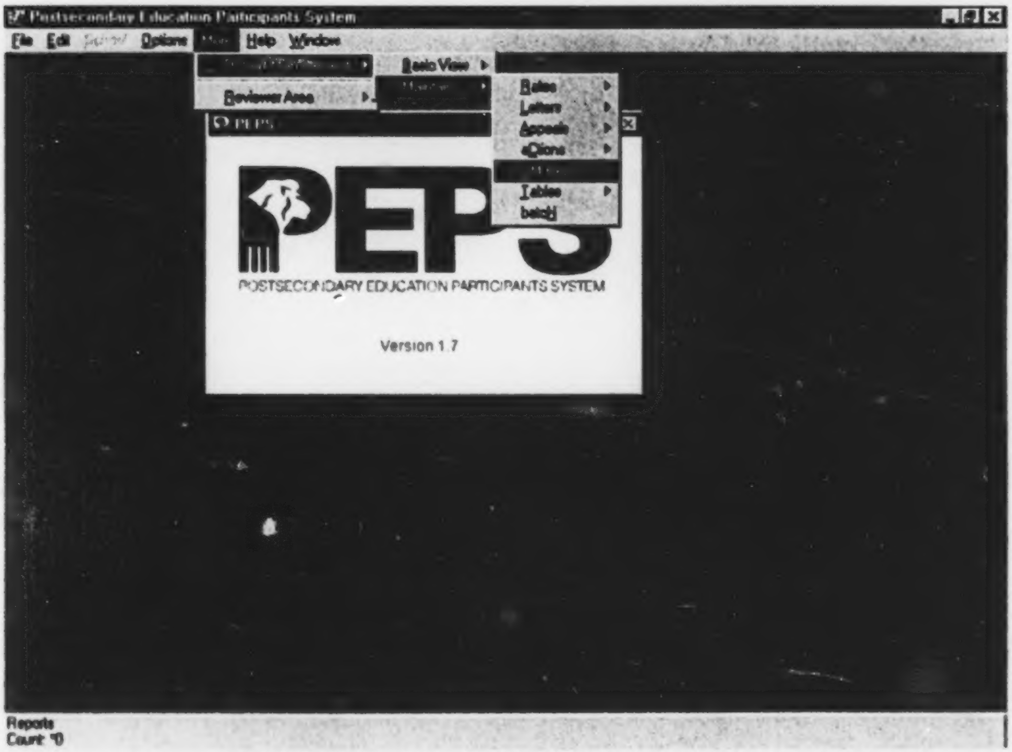

Postsecondary Education Participants System
File
Edit
Options
Help
Window
Basic View
Reviewer Area
Rates
Letters
Appeals
aCtions
Tables
batcH
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Reports
Count: 0

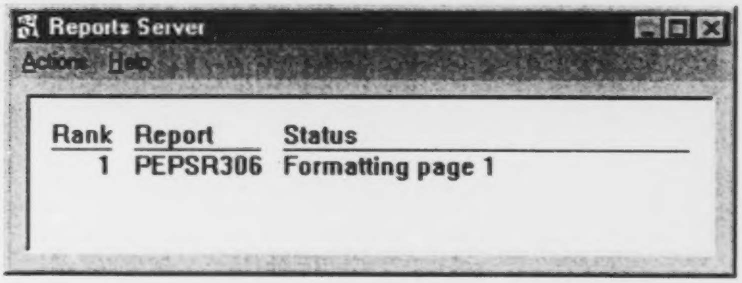
Figure 143 PEPS Menu: *More / Default Management / Maintain / DM Reports (PEPSMAIN)*

In order to request a report from the PEPS Default Management function, the user must:

Run DMD On-Demand Reports

1. Enter the system using any PEPS Username belonging to a User Class with Update privileges in PEPS DM.
2. Request a DMD Report from PEPS.
   - Select *More / Default Management / Maintain / DM Reports* from the menu. The PEPS DM *Run Reports* window appears.
   - Select one of the following reports:
     - ☐ PEPSR300 – Cohort Default Rates by Repay Group, State and Rate
     - ☐ PEPSR301 – Pgm Length and Type Counts by Repay Grouping
     - ☐ PEPSR302 – Grand Total by Pgm Length & Type
     - ☐ PEPSR303 – Pgm Length & Counts by State
     - ☐ PEPSR304 – Schools Subject to Initial Loss of Eligibility
     - ☐ PEPSR305 – Schools Subject to Limitation, Suspension or Termination
     - ☐ PEPSR306 – HBCU / TCCC Schools
     - ☐ PEPSR307 – Dollars in Default / Dollars in Repayment
     - ☐ PEPSR308 – Foreign Schools
     - ☐ PEPSR309 – Direct Loan Rate
     - ☐ PEPSR311 – Cohort Default Rates by OPE ID or School Name
     - ☐ PEPSR312 – Dual Rate
     - ☐ PEPSR313 – Direct Loan Schools
     - ☐ PEPSR314 – Schools Subject to Extended Loss of Eligibility
3. Select the report desired and the click the appropriate button:
   - ☐ Preview – Use this button to print the report to the screen.
   - ☐ Print – Use this button to print to paper.
   - ☐ To File – Use this button to run the report and save the output in a file (which can be printed many times). Output will be found in a file found under filename pattern, "c:\PEPSR3XX". The "XX" in the filename represent the last digits of the report name (see the list of reports above). The file will always be found in the root directory on the local PC.
4. Enter any appropriate parameters in the parameter window, which appears next. Each report has its own parameter window.

5. Click [Run Report] in the parameter window to execute the report.
6. If at any time during the execution of the report the user has questions about the run status of the report, the user should do the following:
    - Minimize the PEPS window.
    - Maximize the "Reports Server " Window to view/monitor the current report run status. See the figure below for an example of the Reports Server Window.



Rank	Report	Status
1	PEPSR306	Formatting page 1

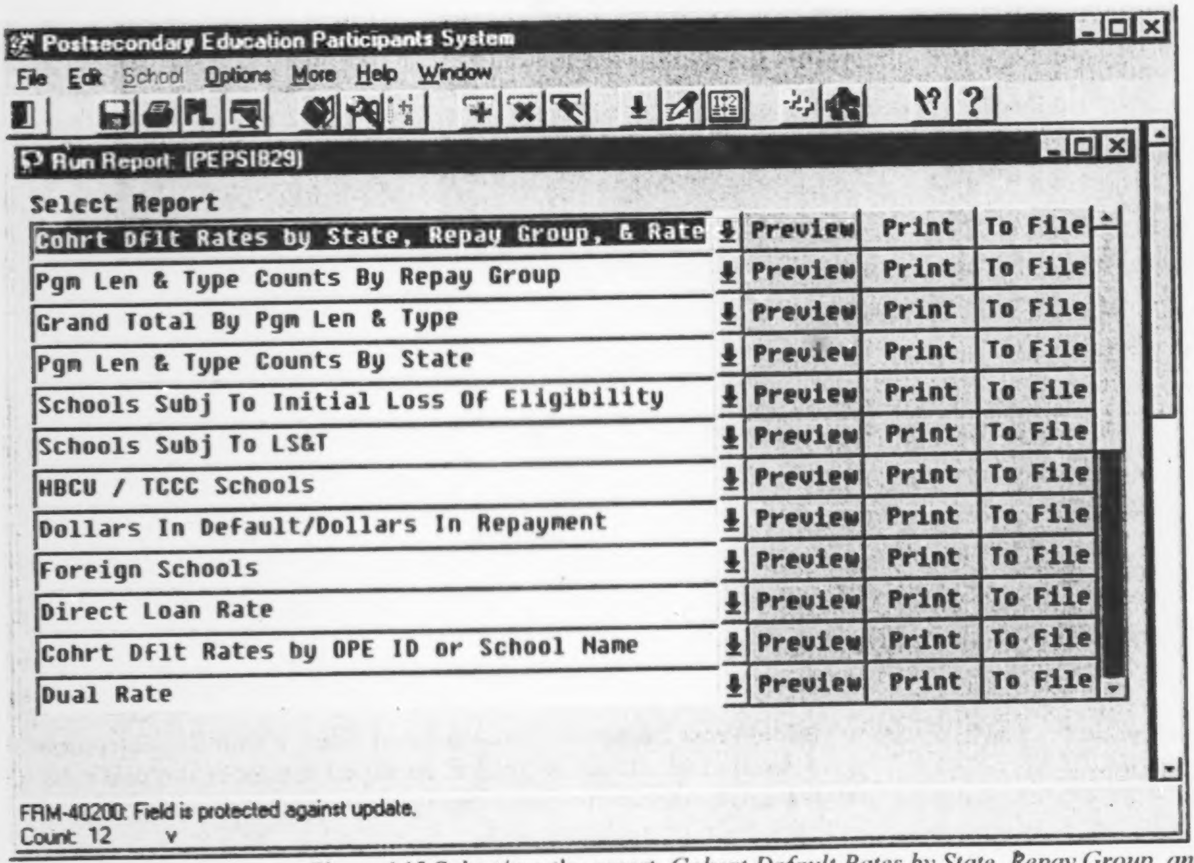
Figure 144 Reports Server Window

8.1 Cohort Default Rates by State, Repay Group, and Rate (PEPSR300)

This section demonstrates how to run the PEPS Default Management report, *Cohort Default Rates by State, Repay Group, and Rate* (PEPSR300). This report presents default rate data over a span of three cohort years, including the current year, for each school. In order to appear on this report, a school must have a current cohort-year default rate. Output is grouped by state, repay group and rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Run Report: [PEPSI829]
Select Report
Cohrt Dflt Rates by State, Repay Group, & Rate
Pgm Len & Type Counts By Repay Group
Grand Total By Pgm Len & Type
Pgm Len & Type Counts By State
Schools Subj To Initial Loss Of Eligibility
Schools Subj To LS&T
HBCU / TCCC Schools
Dollars In Default/Dollars In Repayment
Foreign Schools
Direct Loan Rate
Cohrt Dflt Rates by OPE ID or School Name
Dual Rate
Preview
Print
To File

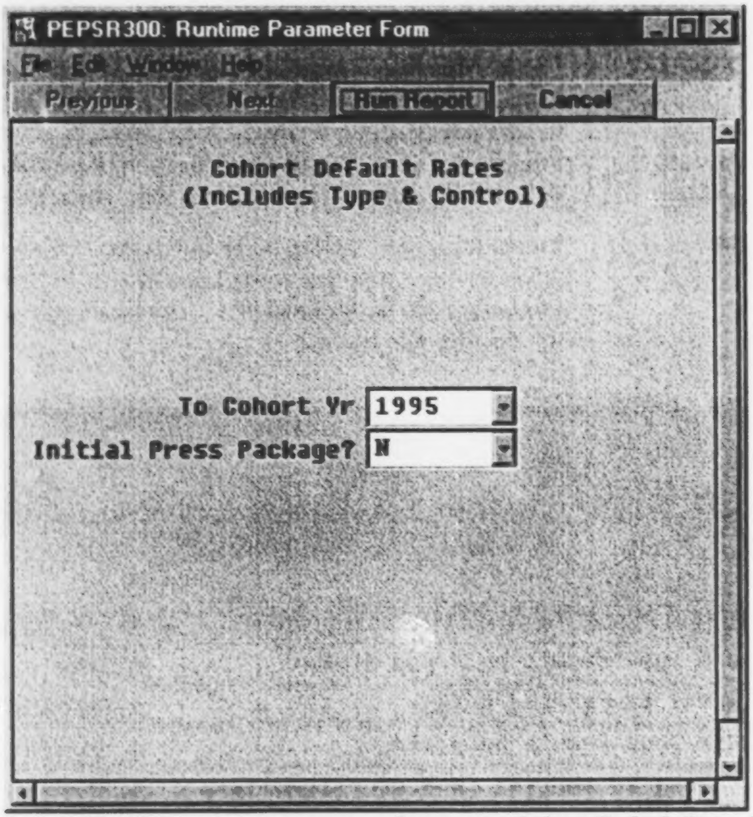
FRM-40200: Field is protected against update.

Count: 12 v

Figure 145 Select/run the report, *Cohort Default Rates by State, Repay Group, and Rate* (PEPSR300)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Cohort Default Rates
(Includes Type & Control)

To Cohort Yr: 1995
Initial Press Package?: N

Figure 146 Enter report parameters for report, *Cohort Default Rates by State, Repay Group, and Rate* (PEPSR300)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is the value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Initial Press Package** – This value when set to 'Y' will initiate a process, which will mark Default Rate data of the cohort year entered on this parameter screen as being part of the "Initial Press Package". It will then produce the "Initial Press Package" version of this report.

Review the Output

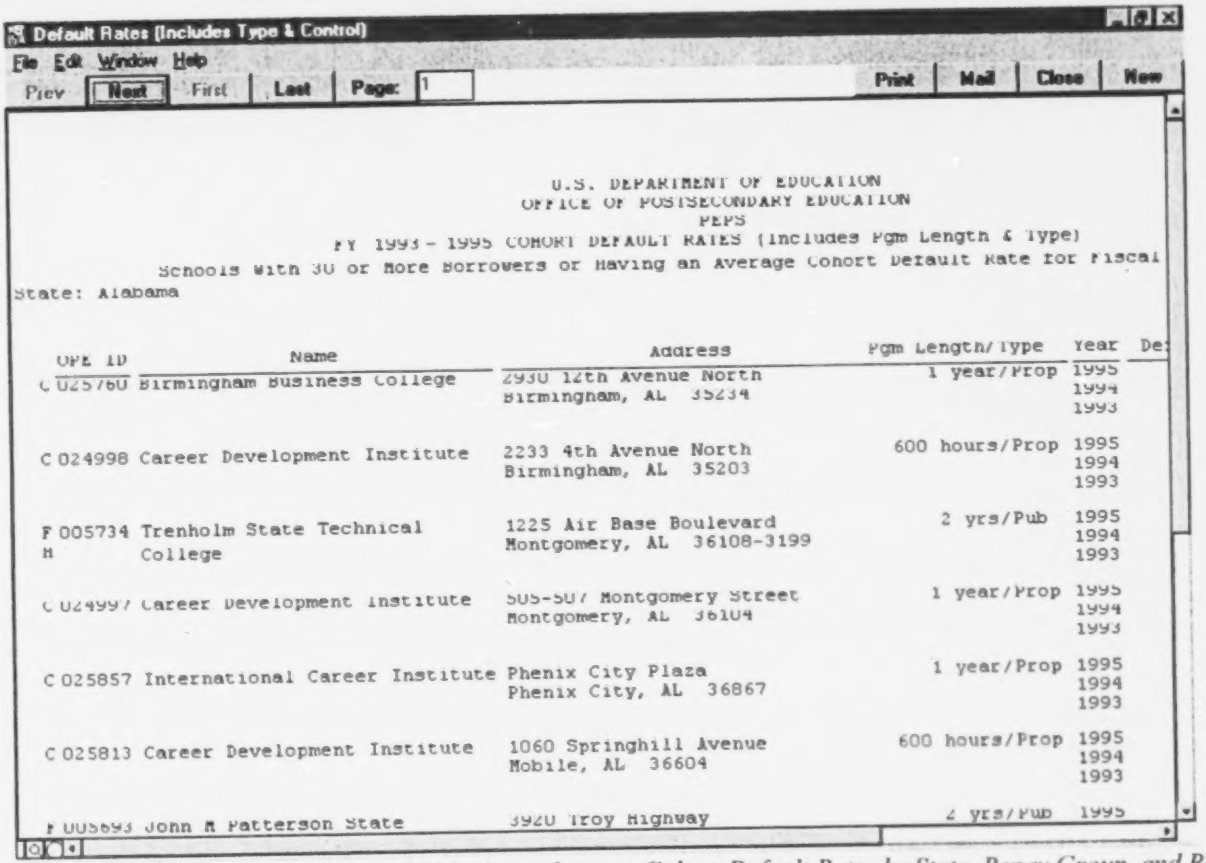
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using and editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

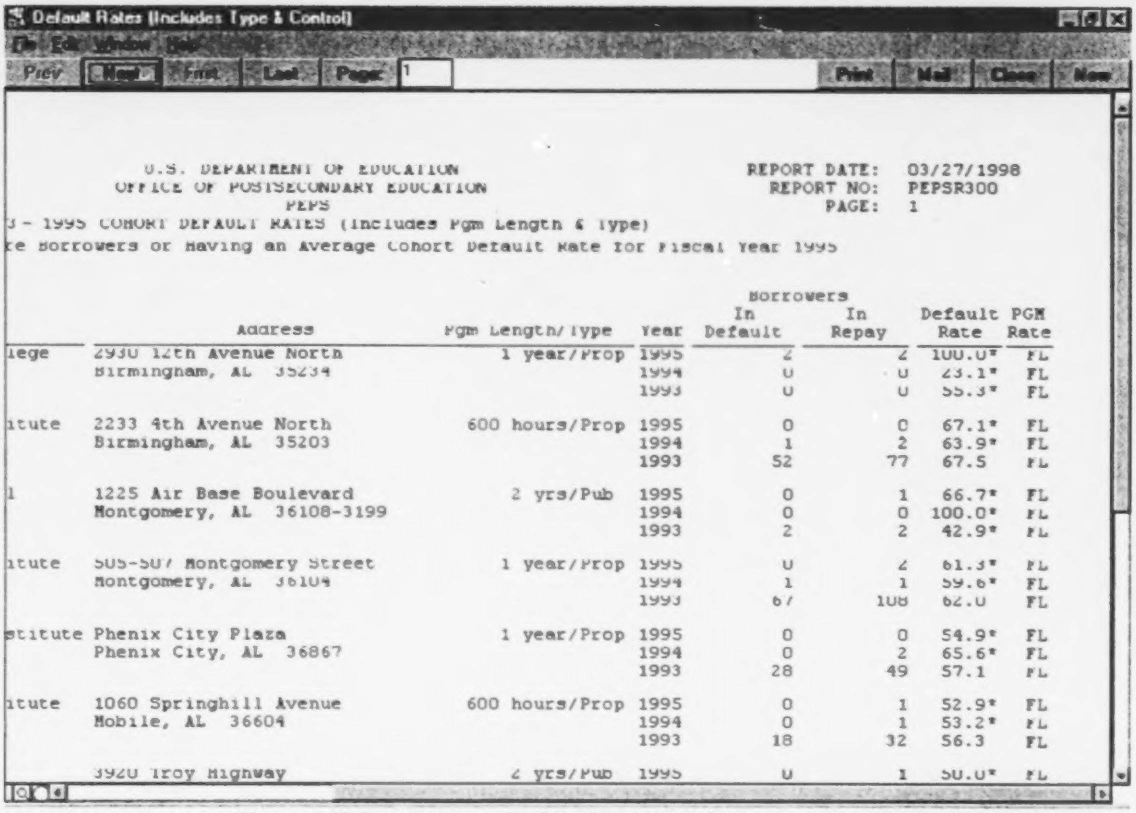
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                                          U.S. DEPARTMENT OF EDUCATION
                                       OFFICE OF POSTSECONDARY EDUCATION
                                                     PEPS
                             FY 1993 - 1995 COHORT DEFAULT RATES (Includes Pgm Length & Type)
           Schools With 30 or More Borrowers or Having an Average Cohort Default Rate for Fiscal
State: Alabama

   OPE ID                Name                              Address                  Pgm Length/Type  Year   De
C 025760 Birmingham Business College       2930 12th Avenue North                   1 year/Prop  1995
                                           Birmingham, AL  35234                                 1994
                                                                                                 1993

C 024998 Career Development Institute      2233 4th Avenue North                  600 hours/Prop  1995
                                           Birmingham, AL  35203                                 1994
                                                                                                 1993

F 005734 Trenholm State Technical          1225 Air Base Boulevard                   2 yrs/Pub   1995
M        College                           Montgomery, AL  36108-3199                            1994
                                                                                                 1993

C 024997 Career Development Institute      505-507 Montgomery Street                1 year/Prop  1995
                                           Montgomery, AL  36104                                 1994
                                                                                                 1993

C 025857 International Career Institute Phenix City Plaza                           1 year/Prop  1995
                                           Phenix City, AL  36867                                1994
                                                                                                 1993

C 025813 Career Development Institute      1060 Springhill Avenue                 600 hours/Prop  1995
                                           Mobile, AL  36604                                     1994
                                                                                                 1993

F 005693 John M Patterson State            3920 Troy Highway                         2 yrs/Pub   1995
```

Figure 147 Preview of report, *Cohort Default Rates by State, Repay Group, and Rate* (PEPSR300)



```
        U.S. DEPARTMENT OF EDUCATION                          REPORT DATE:   03/27/1998
      OFFICE OF POSTSECONDARY EDUCATION                         REPORT NO:   PEPSR300
                    PEPS                                            PAGE:   1
3 - 1995 COHORT DEFAULT RATES (Includes Pgm Length & Type)
te Borrowers or Having an Average Cohort Default Rate for Fiscal Year 1995

                                                                  Borrowers
                                                                 In         In      Default PGM
              Address                    Pgm Length/Type  Year  Default    Repay      Rate  Rate
lege     2930 12th Avenue North              1 year/Prop  1995        2         2    100.0*  FL
         Birmingham, AL  35234                            1994        0         0     23.1*  FL
                                                          1993        0         0     55.3*  FL

itute    2233 4th Avenue North            600 hours/Prop  1995        0         0     67.1*  FL
         Birmingham, AL  35203                            1994        1         2     63.9*  FL
                                                          1993       52        77     67.5   FL

l        1225 Air Base Boulevard              2 yrs/Pub   1995        0         1     66.7*  FL
         Montgomery, AL  36108-3199                       1994        0         0    100.0*  FL
                                                          1993        2         2     42.9*  FL

itute    505-507 Montgomery Street           1 year/Prop  1995        0         2     61.3*  FL
         Montgomery, AL  36104                            1994        1         1     59.6*  FL
                                                          1993       67       108     62.0   FL

stitute Phenix City Plaza                    1 year/Prop  1995        0         0     54.9*  FL
         Phenix City, AL  36867                           1994        0         2     65.6*  FL
                                                          1993       28        49     57.1   FL

itute    1060 Springhill Avenue           600 hours/Prop  1995        0         1     52.9*  FL
         Mobile, AL  36604                                1994        0         1     53.2*  FL
                                                          1993       18        32     56.3   FL

         3920 Troy Highway                    2 yrs/Pub   1995        0         1     50.0*  FL
```

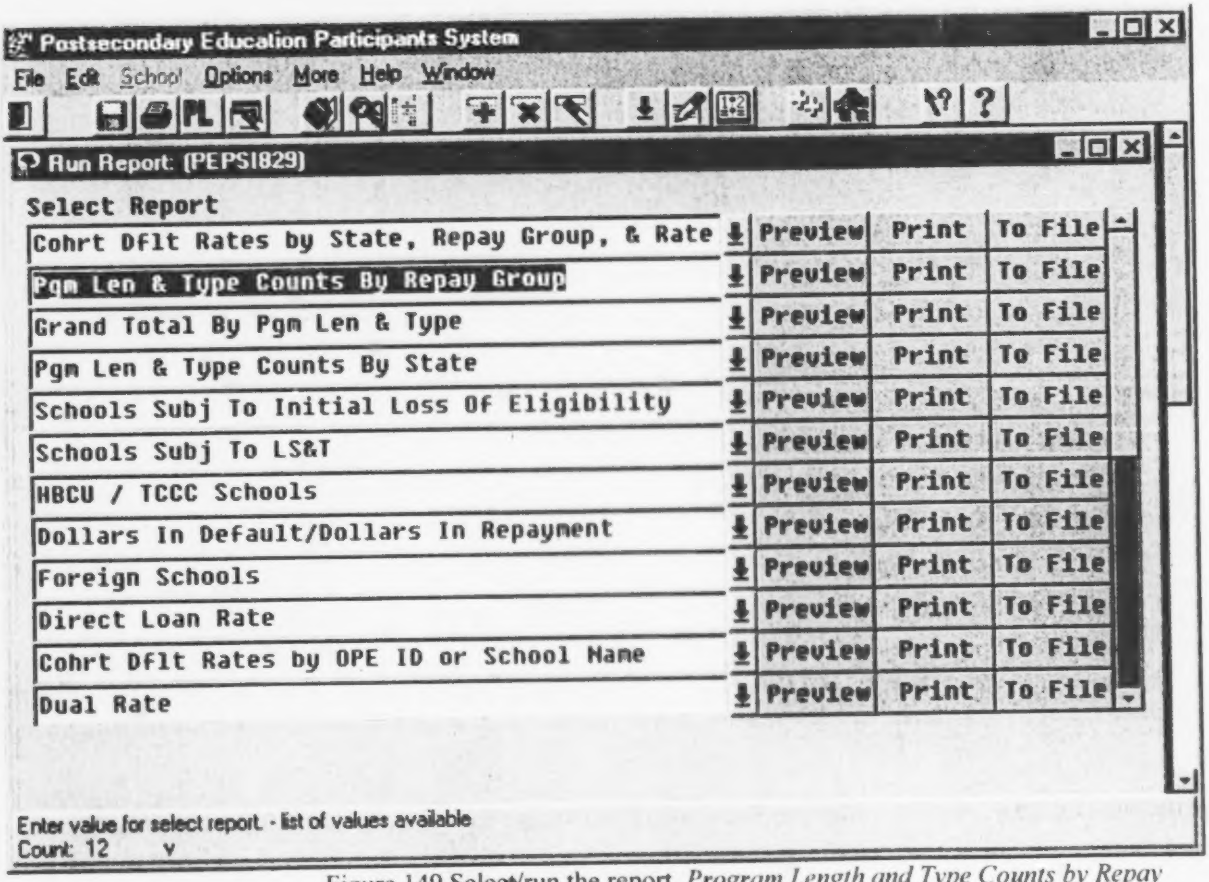
Figure 148 Preview (scrolled to the right) of report, *Cohort Default Rates by State, Repay Group, and Rate* (PEPSR300)

8.2 Program Length and Type Counts by Repay Grouping (PEPSR301)

This section demonstrates how to run the PEPS Default Management report, *Program Length and Type Counts by Repay Grouping* (PEPSR301). This report presents a "rollup" of school default rate data by School Repay Level, program length and institution type. Data gathered for this report will cover a span of three cohort years, including the current year. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: (PEPSI829)

Select Report			
Cohrt Dflt Rates by State, Repay Group, & Rate	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	Preview	Print	To File
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File

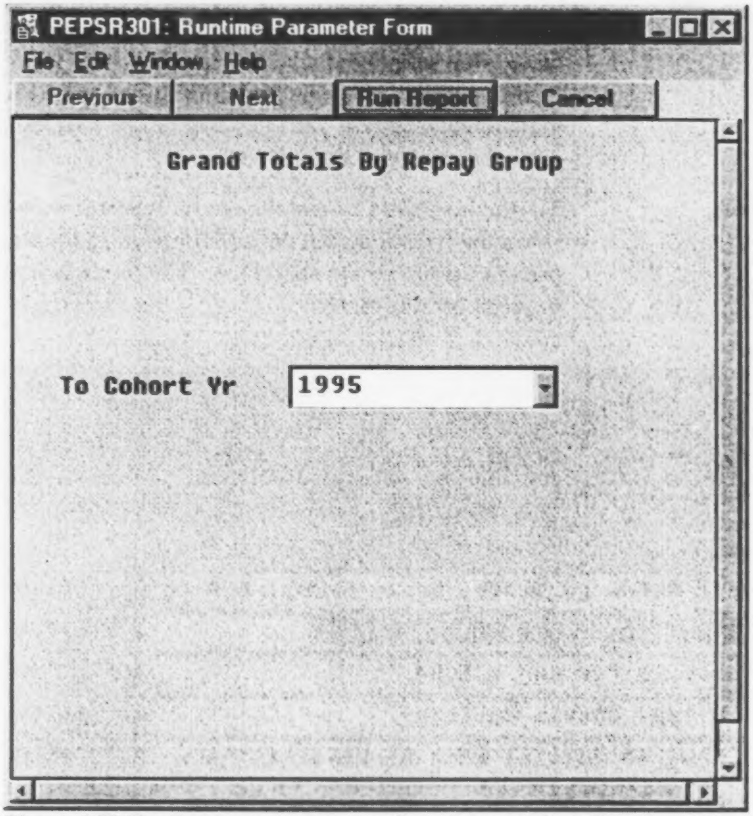
Enter value for select report. - list of values available
Count: 12 v

Figure 149 Select/run the report, *Program Length and Type Counts by Repay Grouping* (PEPSR301)

BEST COPY AVAILABLE

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Grand Totals By Repay Group

To Cohort Yr: 1995

Figure 150 Enter report parameters for report, *Cohort Program Length and Type Counts by Repay Grouping* (PEPSR301)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is the value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.

Review the Output

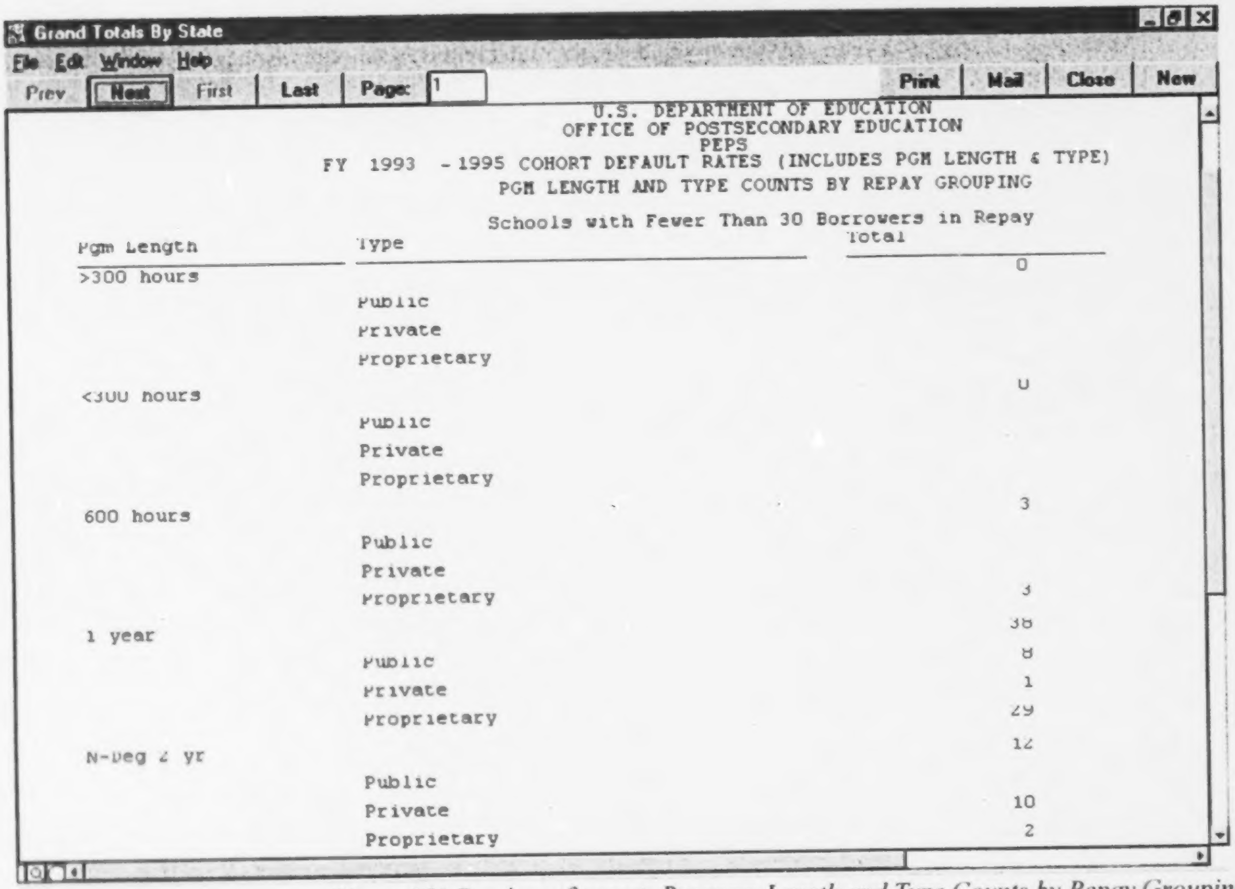
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                              U.S. DEPARTMENT OF EDUCATION
                            OFFICE OF POSTSECONDARY EDUCATION
                                          PEPS
                 FY  1993  - 1995 COHORT DEFAULT RATES (INCLUDES PGM LENGTH & TYPE)
                           PGM LENGTH AND TYPE COUNTS BY REPAY GROUPING

                          Schools with Fewer Than 30 Borrowers in Repay
Pgm Length            Type                                  Total
______________________ ____________________________________ ____________________
                                                                   0
>300 hours
                      Public
                      Private
                      Proprietary
                                                                   0
<300 hours
                      Public
                      Private
                      Proprietary
                                                                   3
600 hours
                      Public
                      Private
                      Proprietary                                  3
                                                                  36
1 year
                      Public                                       8
                      Private                                      1
                      Proprietary                                 29
                                                                  12
N-Deg 2 yr
                      Public
                      Private                                     10
                      Proprietary                                  2
```

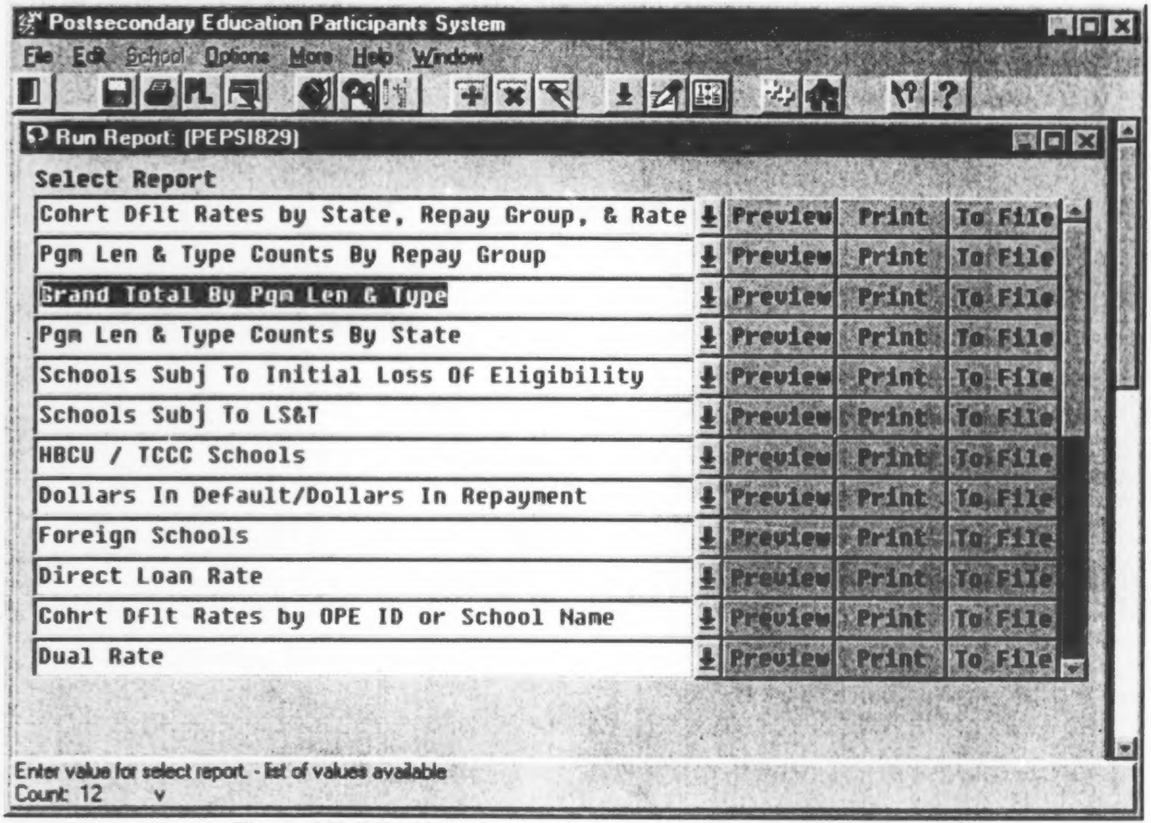
Figure 151 Preview of report, *Program Length and Type Counts by Repay Grouping* (PEPSR301)

8.3 Grand Total by Program Length & Type (PEPSR302)

This section demonstrates how to run the PEPS Default Management report, *Grand Total by Program Length & Type* (PEPSR302). This report presents a "rollup" of school default rate data by School program length and institution type. Data gathered for this report will cover a span of three cohort years, including the current year. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Preview
Print
To File

Run Report: (PEPSI829)

Select Report

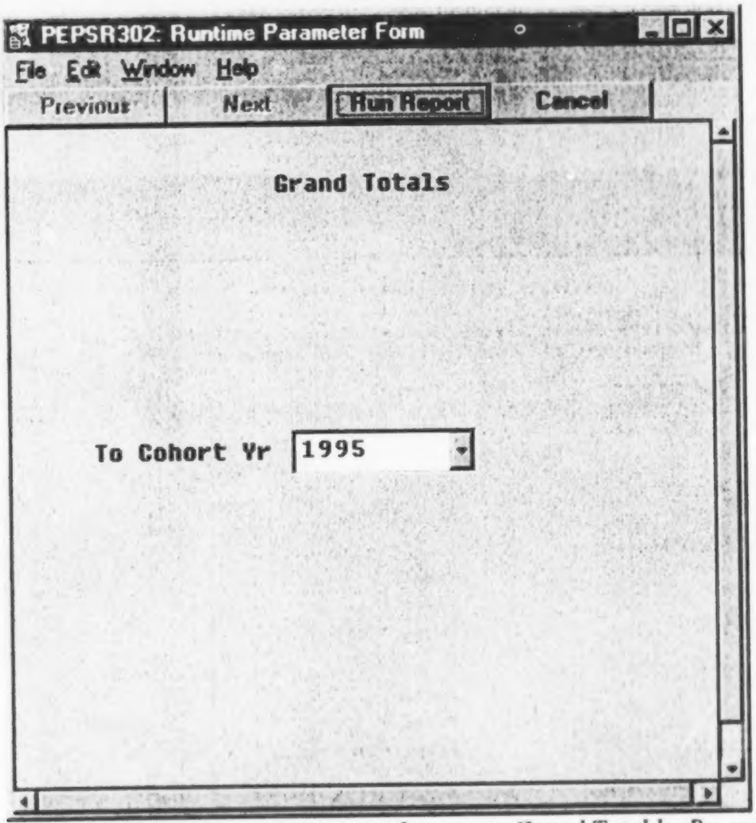
Cohrt Dflt Rates by State, Repay Group, & Rate
Pgm Len & Type Counts By Repay Group
Grand Total By Pgm Len & Type
Pgm Len & Type Counts By State
Schools Subj To Initial Loss Of Eligibility
Schools Subj To LS&T
HBCU / TCCC Schools
Dollars In Default/Dollars In Repayment
Foreign Schools
Direct Loan Rate
Cohrt Dflt Rates by OPE ID or School Name
Dual Rate

Enter value for select report. - list of values available
Count: 12

Figure 152 Select/run the report, *Grand Total by Program Length & Type* (PEPSR302)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:


PEPSR302: Runtime Parameter Form
File
Edit
Window
Help
Previous
Next
Run Report
Cancel
Grand Totals

To Cohort Yr: 1995

Figure 153 Enter report parameters for report, *Grand Total by Program Length & Type* (PEPSR302)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.

Review the Output

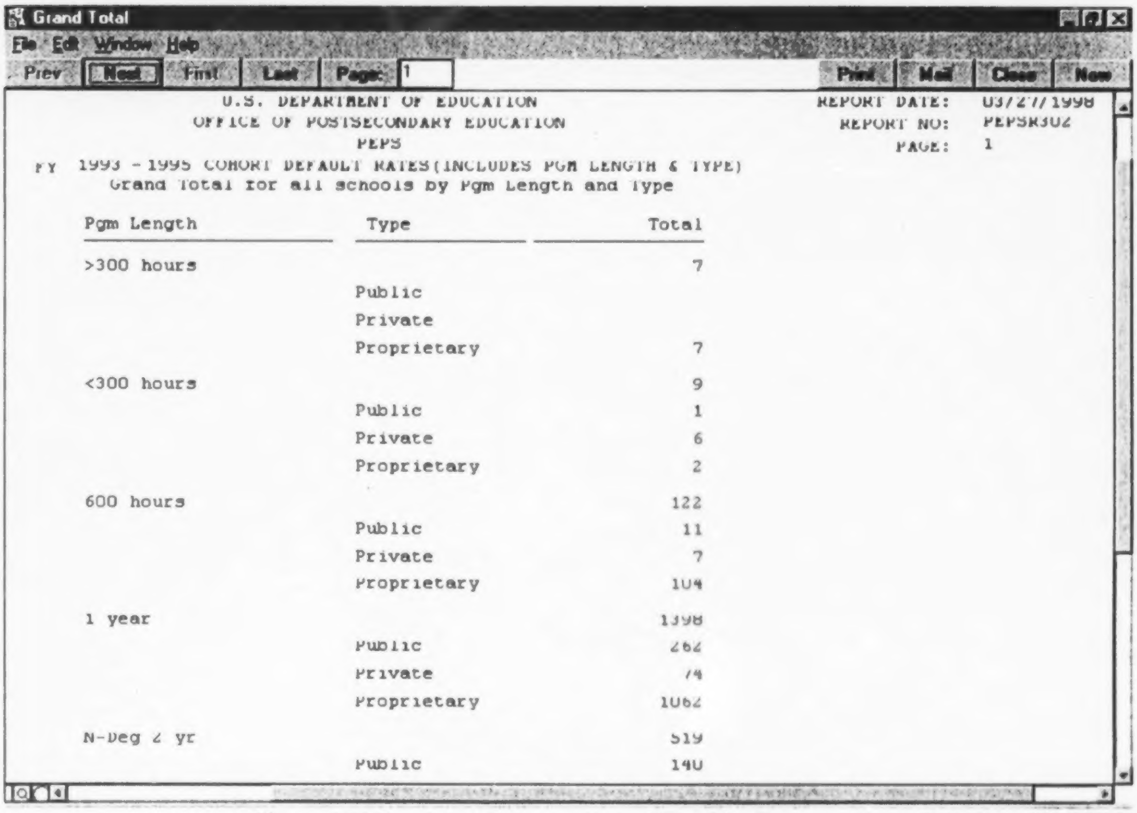
If the user chose to preview the output , the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                U.S. DEPARTMENT OF EDUCATION                     REPORT DATE:   03/27/1998
             OFFICE OF POSTSECONDARY EDUCATION                    REPORT NO:    PEPSR302
                           PEPS                                       PAGE:     1
 FY  1993 - 1995 COHORT DEFAULT RATES(INCLUDES PGM LENGTH & TYPE)
        Grand Total for all schools by Pgm Length and Type

     Pgm Length             Type                   Total
     ______________________ _______________ _______________

     >300 hours                                        7
                            Public
                            Private
                            Proprietary                7
     <300 hours                                        9
                            Public                     1
                            Private                    6
                            Proprietary                2
     600 hours                                       122
                            Public                    11
                            Private                    7
                            Proprietary              104
     1 year                                         1398
                            Public                   262
                            Private                   74
                            Proprietary             1062
     N-Deg 2 yr                                      519
                            Public                   140
```

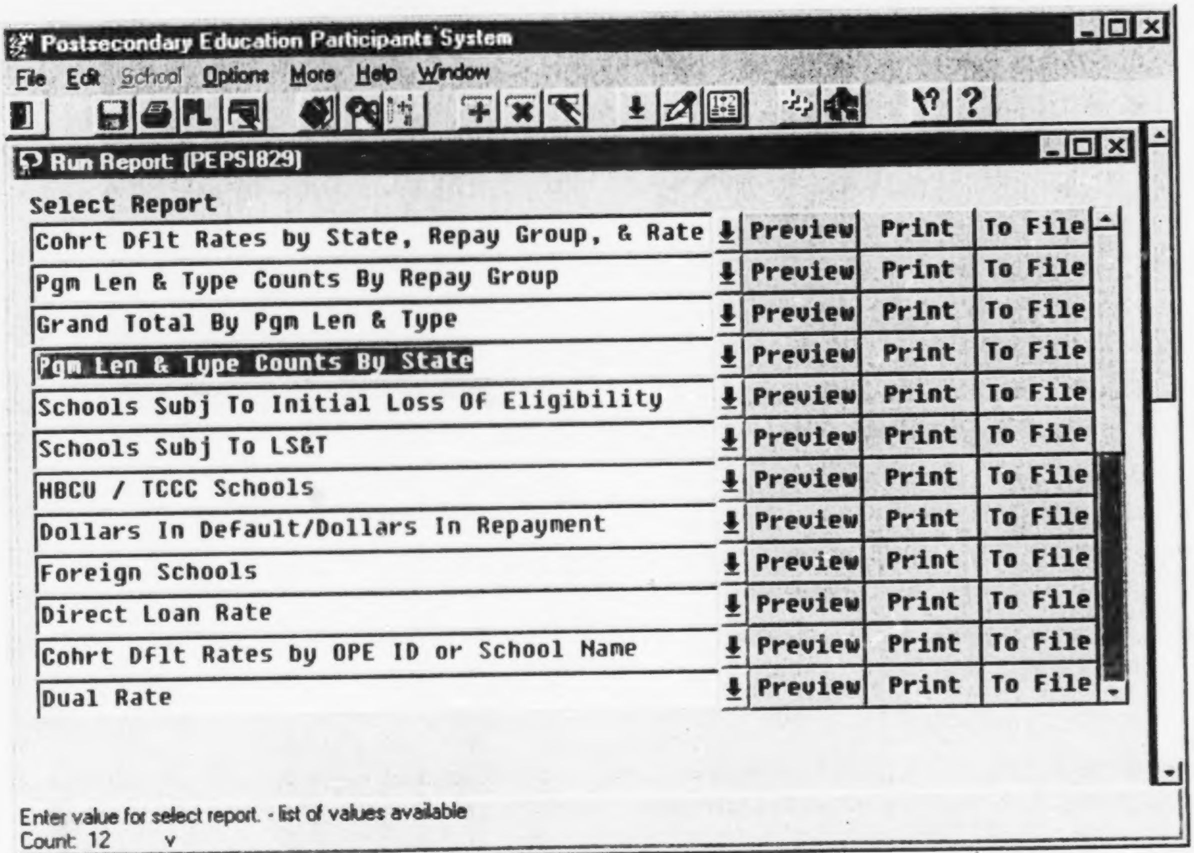
Figure 154 Preview of report, *Grand Total by Program Length & Type* (PEPSR302)

8.4 Program Length & Type Counts by State (PEPSR303)

This section demonstrates how to run the PEPS Default Management report, *Program Length & Type Counts by State* (PEPSR303). This report presents a "rollup" of school default rate data by state, school program length and institution type. Data gathered for this report will cover a span of three cohort years, including the current year. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: (PEPSI829)

Select Report

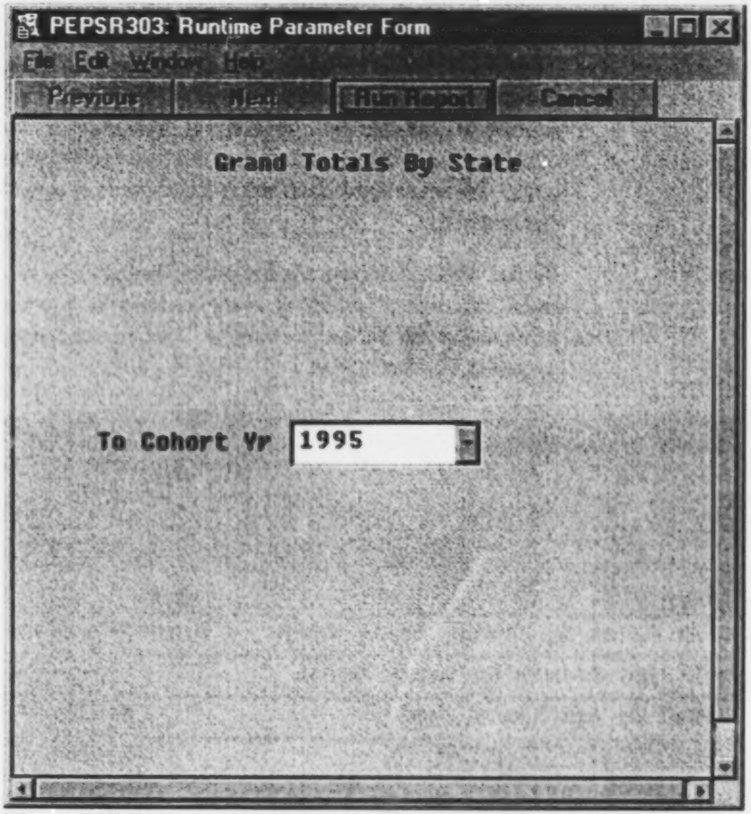
Cohrt Dflt Rates by State, Repay Group, & Rate	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	Preview	Print	To File
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File

Enter value for select report. - list of values available
Count: 12 v

Figure 155 Select/run the report, *Program Length & Type Counts by State* (PEPSR303)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:


PEPSR303: Runtime Parameter Form
File Edit Window Help
Previous
Next
Run Report
Cancel
Grand Totals By State

To Cohort Yr: 1995

Figure 156 Enter report parameters for report, *Program Length & Type Counts by State* (PEPSR303)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.

Review the Output

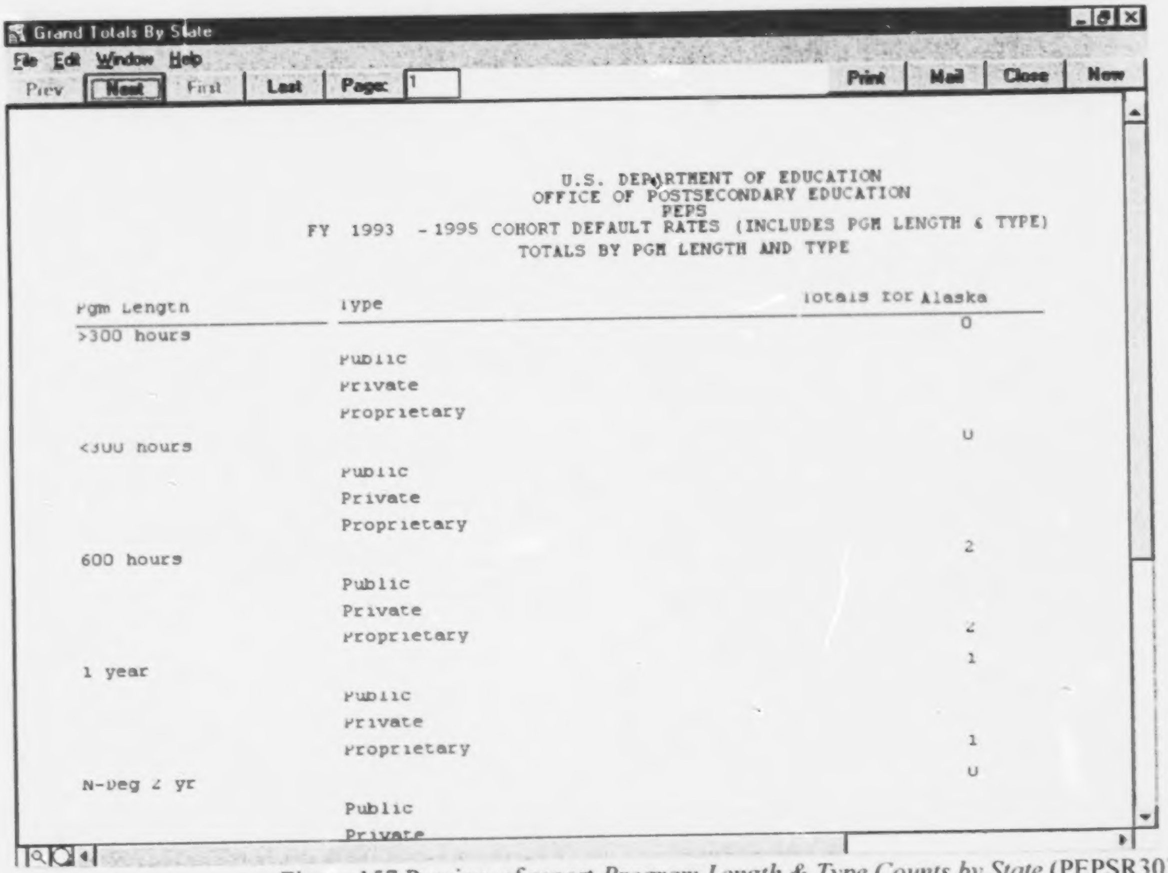
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                        U.S. DEPARTMENT OF EDUCATION
                      OFFICE OF POSTSECONDARY EDUCATION
                                    PEPS
         FY  1993  - 1995 COHORT DEFAULT RATES (INCLUDES PGM LENGTH & TYPE)
                        TOTALS BY PGM LENGTH AND TYPE

Pgm Length             Type                             Totals for Alaska
>300 hours                                                       0
                       Public
                       Private
                       Proprietary
                                                                 0
<300 hours
                       Public
                       Private
                       Proprietary
                                                                 2
600 hours
                       Public
                       Private
                       Proprietary                               2
                                                                 1
1 year
                       Public
                       Private
                       Proprietary                               1
                                                                 0
N-Deg 2 yr
                       Public
                       Private
```

Figure 157 Preview of report *Program Length & Type Counts by State* (PEPSR303)

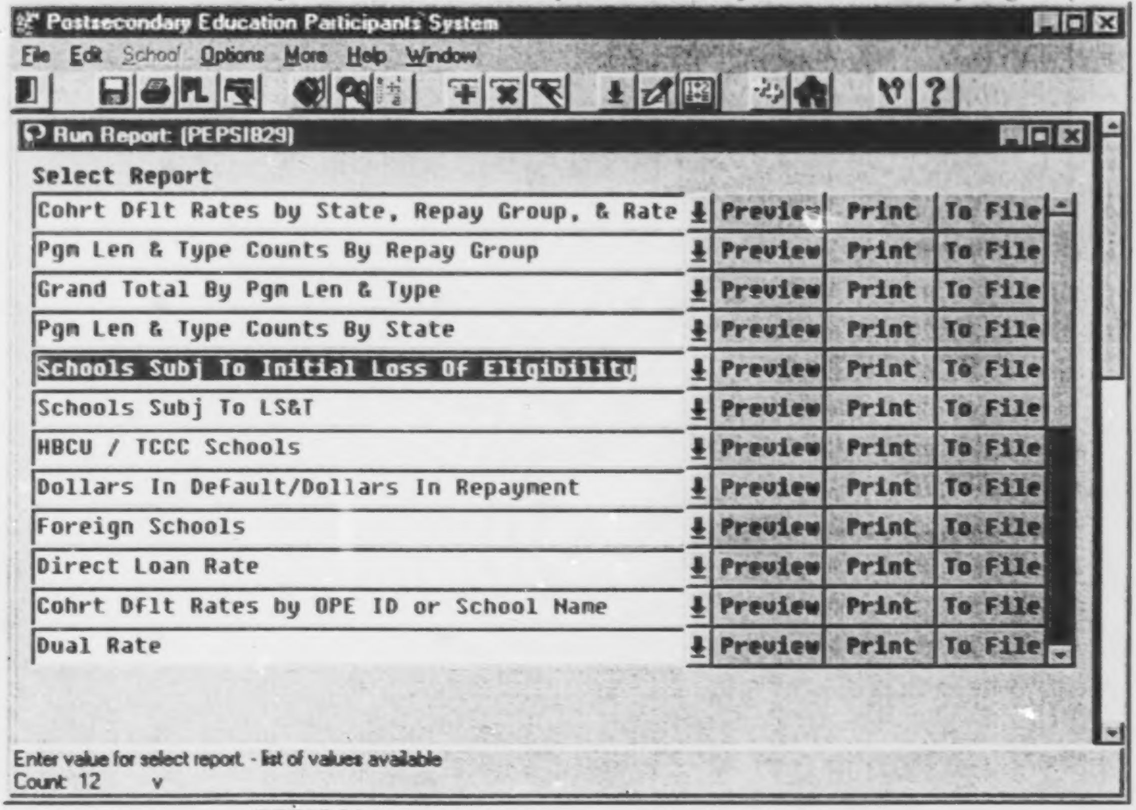
8.5 Schools Subject to Initial Loss of Eligibility (PEPSR304)

This section demonstrates how to run the PEPS Default Management report, *Schools Subject to Initial Loss of Eligibility* (PEPSR304). This report presents a data about those schools, which have received Default Cohort Year "Actions" indicating that they are subject to a loss of Eligibility for the FFEL and FDSLP programs. Data gathered for this report will cover a span of three cohort years, including the current year. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.

Figure 158 Select/run the report, *Schools Subject to Initial Loss of Eligibility* (PEPSR304)

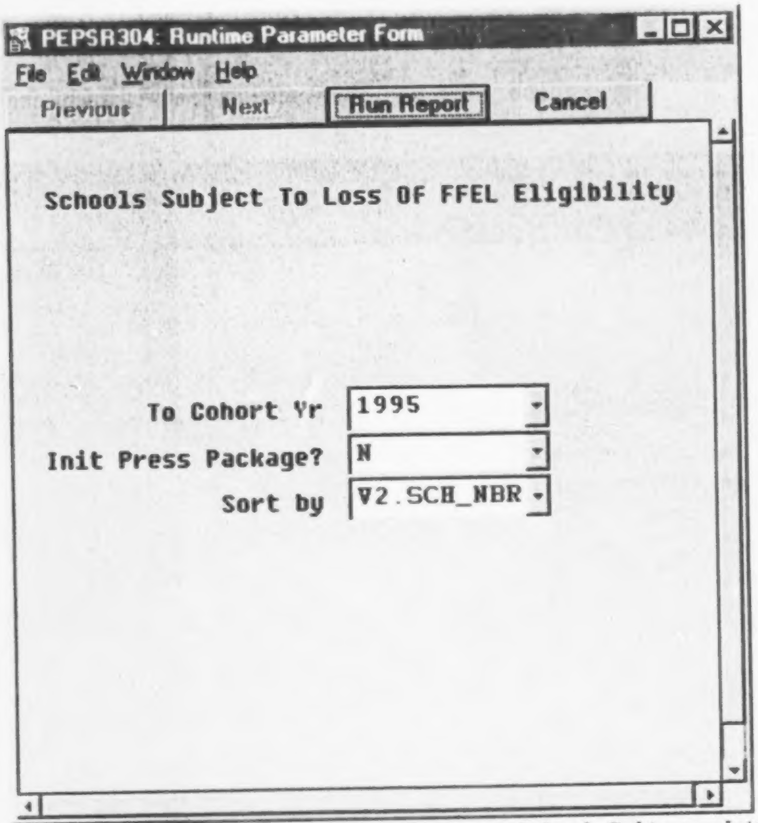

Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: (PEPSI829)
Select Report

Cohrt Dflt Rates by State, Repay Group, & Rate	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	Preview	Print	To File
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File

Enter value for select report - list of values available
Count: 12 v

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Schools Subject To Loss OF FFEL Eligibility

To Cohort Yr: 1995

Init Press Package?: N

Sort by: V2.SCH_NBR

Figure 159 Enter report parameters for report, *Schools Subject to Initial Loss of Eligibility* (PEPSR304)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Initial Press Package** – This value when set to 'Y' will produce the "Initial Press Package" version of this report.
- **Sort By** – This value will allow the user to sort by name or OPEID.

Review the Output

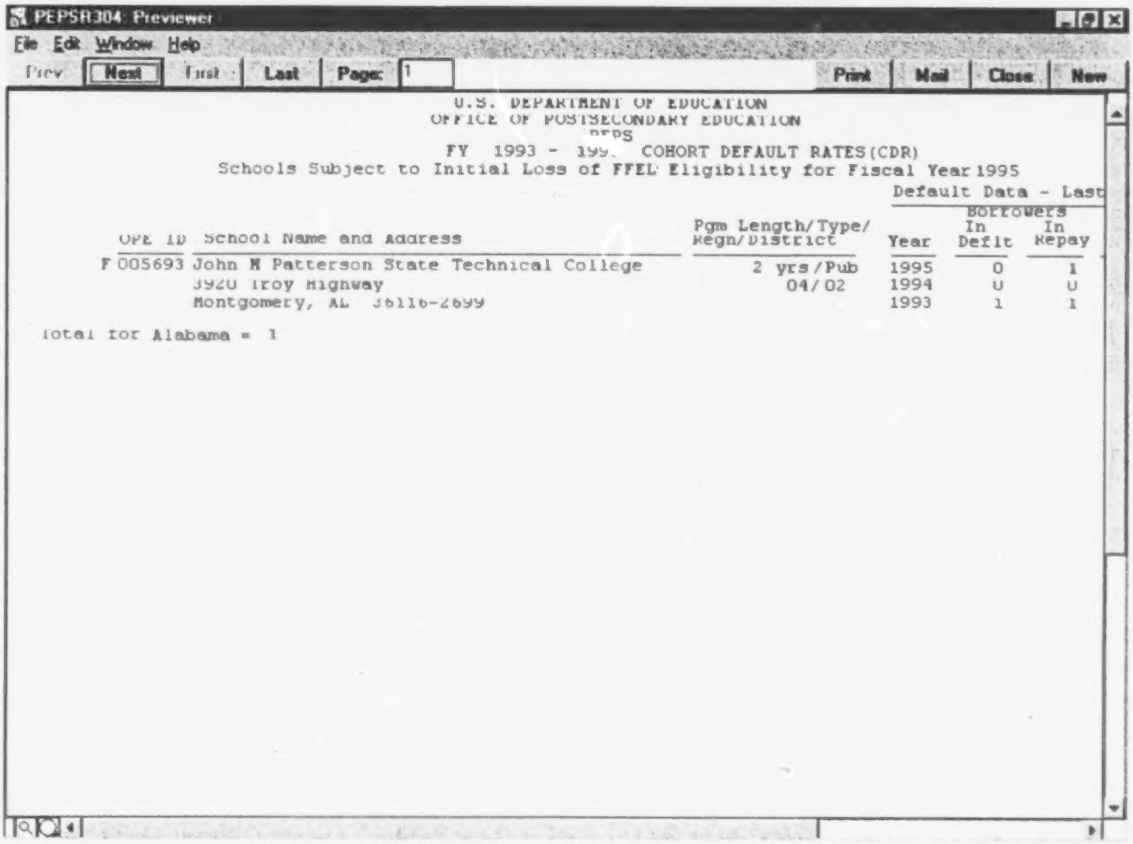
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

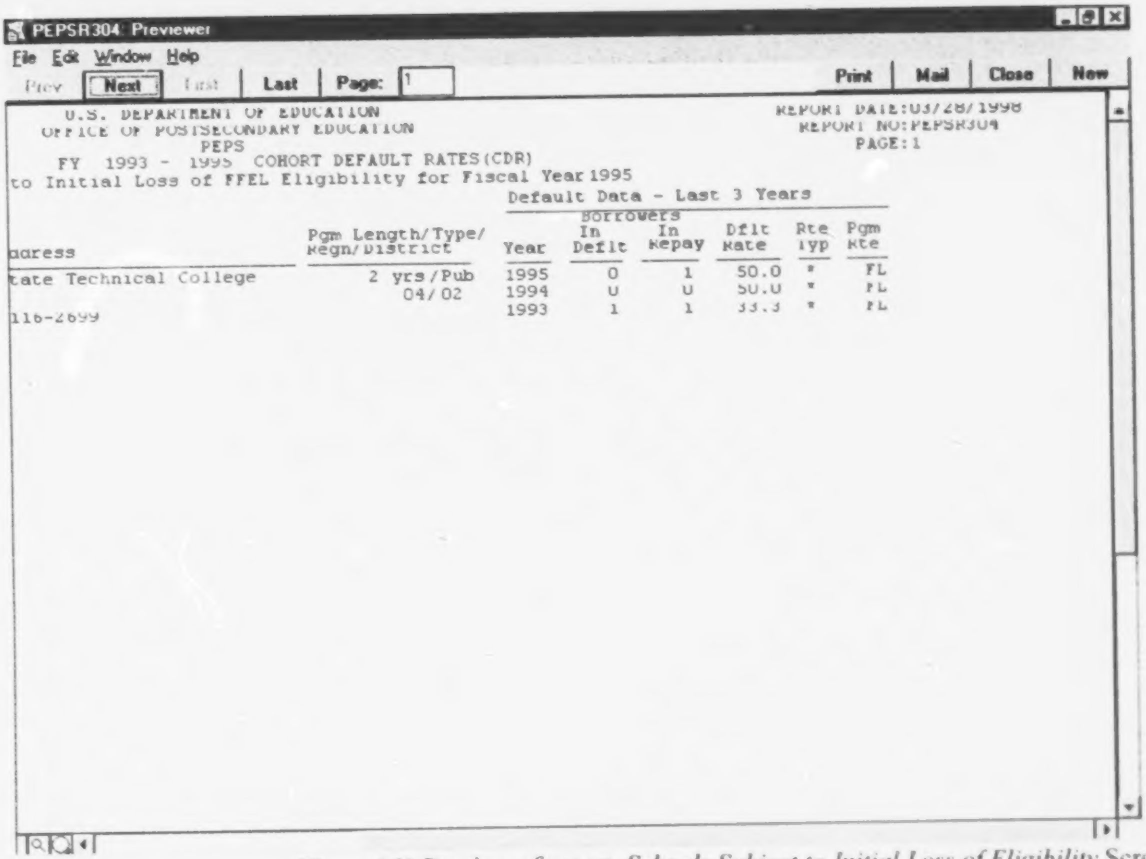
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                              U.S. DEPARTMENT OF EDUCATION
                            OFFICE OF POSTSECONDARY EDUCATION
                                          PEPS
                             FY  1993 - 199   COHORT DEFAULT RATES(CDR)
                 Schools Subject to Initial Loss of FFEL Eligibility for Fiscal Year 1995
                                                                        Default Data - Last
                                                                              Borrowers
                                                      Pgm Length/Type/          In      In
      OPE ID  School Name and Address                 Regn/District     Year   Deflt   Repay

    F 005693 John M Patterson State Technical College      2 yrs/Pub   1995     0       1
             3920 Troy Highway                               04/02     1994     0       0
             Montgomery, AL  36116-2699                                1993     1       1

 Total for Alabama = 1
```

Figure 160 Preview of report, *Schools Subject to Initial Loss of Eligibility* (PEPSR304)


PEPSR304: Previewer
File Edit Window Help
Prev
Next
First
Last
Page: 1
Print
Mail
Close
New

```
    U.S. DEPARTMENT OF EDUCATION                                          REPORT DATE:03/28/1998
  OFFICE OF POSTSECONDARY EDUCATION                                         REPORT NO:PEPSR304
                PEPS                                                            PAGE:1
   FY  1993 -  1995  COHORT DEFAULT RATES(CDR)
to Initial Loss of FFEL Eligibility for Fiscal Year 1995
                                             Default Data - Last 3 Years
                                                     Borrowers
                              Pgm Length/Type/          In       In      Dflt   Rte   Pgm
ddress                        Regn/District      Year  Deflt    Repay    Rate   Typ   Rte
tate Technical College              2 yrs/Pub    1995    0        1      50.0    *     FL
                                       04/02     1994    0        0      50.0    *     FL
                                                 1993    1        1      33.3    *     FL
116-2699
```

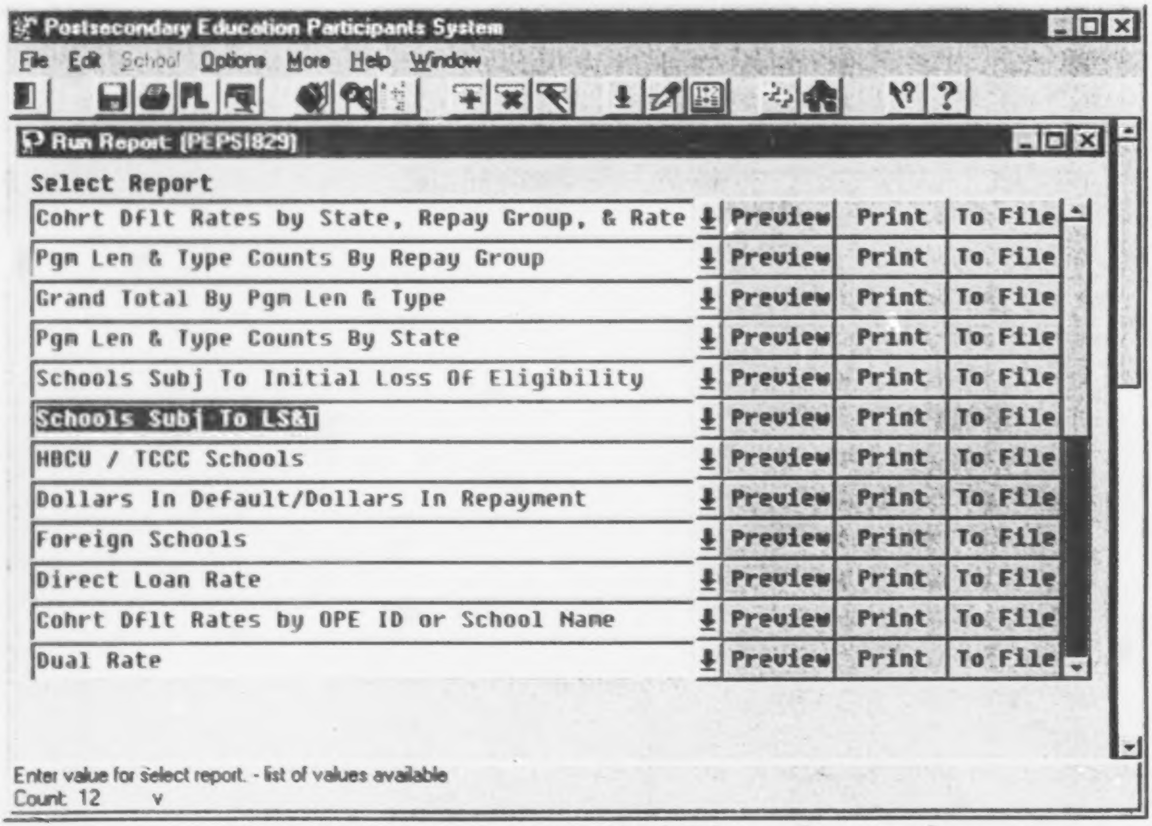
Figure 161 Preview of report, *Schools Subject to Initial Loss of Eligibility* Scrolled to the Right (PEPSR304)

8.6 Schools Subject to Limitation, Suspension or Termination (PEPSR305)

This section demonstrates how to run the PEPS Default Management report, *Schools Subject to Limitation, Suspension or Termination* (PEPSR305). This report presents a data about those schools which have received Default Cohort Year "Actions" indicating that they are subject to limitation, suspension or termination from the FFEL and FDSLP programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by state, default rate and OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.

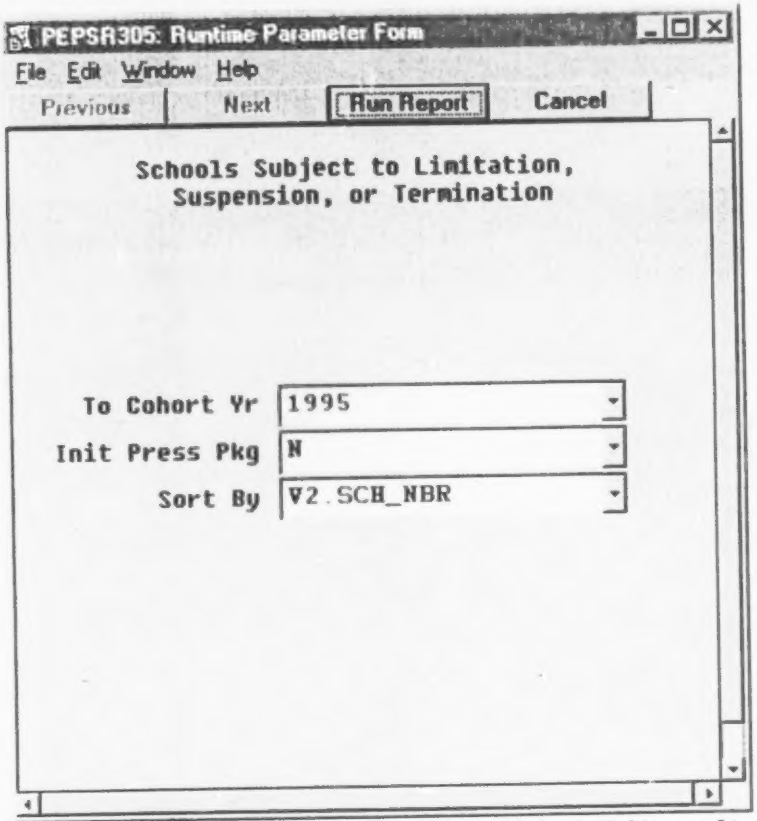

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Run Report (PEPSI829)
Select Report
Cohrt Dflt Rates by State, Repay Group, & Rate
Pgm Len & Type Counts By Repay Group
Grand Total By Pgm Len & Type
Pgm Len & Type Counts By State
Schools Subj To Initial Loss Of Eligibility
Schools Subj To LS&T
HBCU / TCCC Schools
Dollars In Default/Dollars In Repayment
Foreign Schools
Direct Loan Rate
Cohrt Dflt Rates by OPE ID or School Name
Dual Rate
Preview
Print
To File

Enter value for select report. - list of values available
Count: 12 v

Figure 162 Select/run the report, *Schools Subject to Limitation, Suspension or Termination* (PEPSR305)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview*, *Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Schools Subject to Limitation, Suspension, or Termination

To Cohort Yr: 1995
Init Press Pkg: N
Sort By: V2.SCH_NBR

Figure 163 Enter report parameters for report *Schools Subject to Limitation, Suspension or Termination* (PEPSR305)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Initial Press Package** – This value when set to 'Y' will produce the "Initial Press Package" version of this report.
- **Sort By** – This value will allow the user to sort by name or OPE ID.

Review the Output

If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

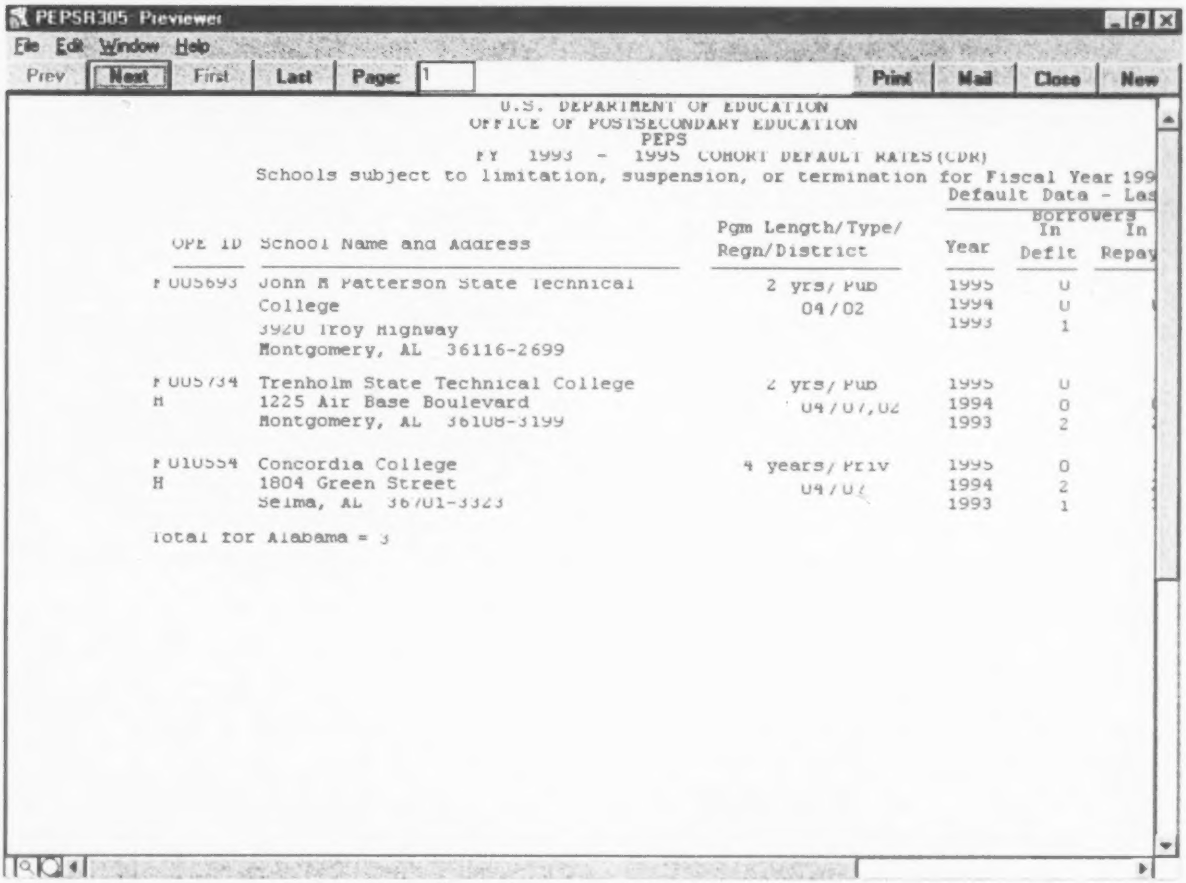
BEST COPY AVAILABLE

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

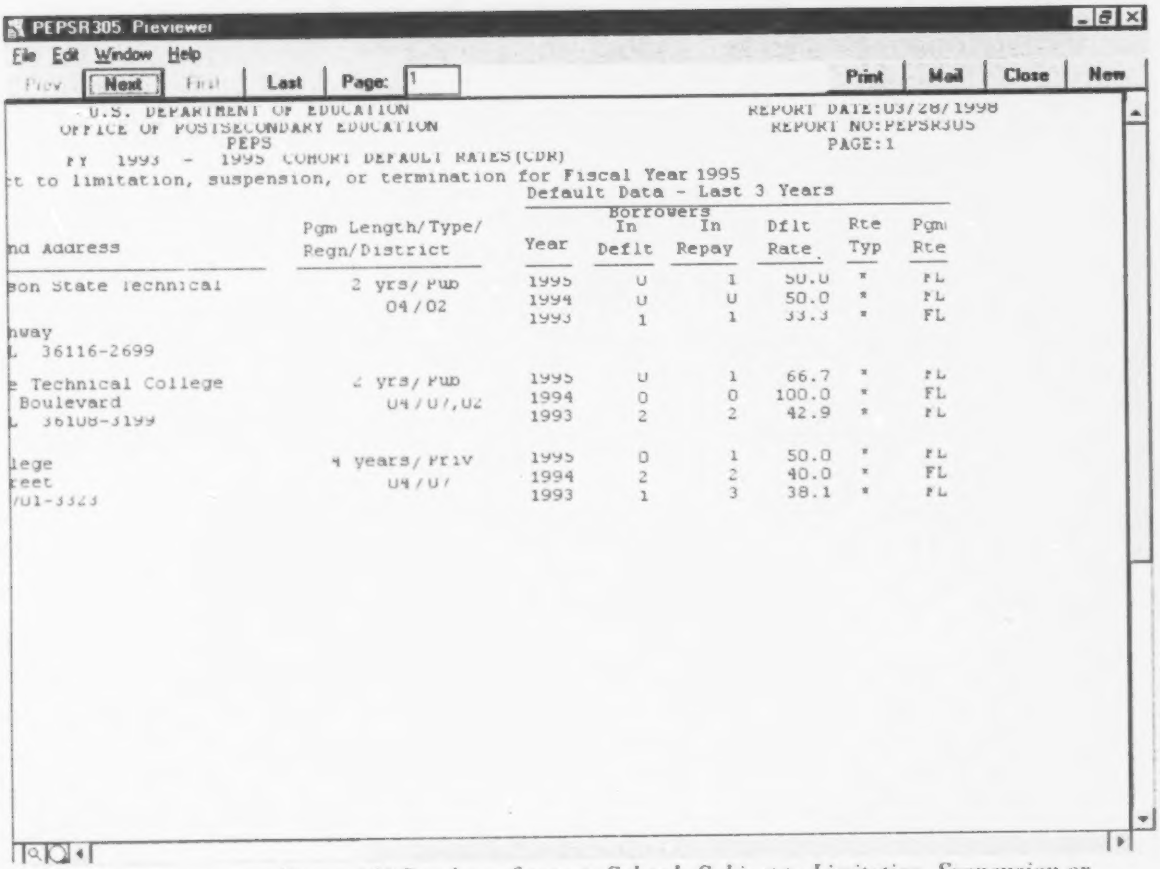
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                              U.S. DEPARTMENT OF EDUCATION
                            OFFICE OF POSTSECONDARY EDUCATION
                                          PEPS
                            FY   1993   -   1995  COHORT DEFAULT RATES(CDR)
        Schools subject to limitation, suspension, or termination for Fiscal Year 199
                                                                      Default Data - Las
                                                                      ___________________
                                                                            Borrowers
                                                  Pgm Length/Type/               In       In
  OPE ID  School Name and Address                 Regn/District         Year   Deflt    Repay
  ______  ______________________________          _______________       ____   _____    _____
F 005693  John M Patterson State Technical            2 yrs/ Pub        1995     0
          College                                        04/02          1994     0
          3920 Troy Highway                                             1993     1
          Montgomery, AL  36116-2699

F 005734  Trenholm State Technical College            2 yrs/ Pub        1995     0
H         1225 Air Base Boulevard                      04/07,02         1994     0
          Montgomery, AL  36108-3199                                    1993     2

F 010554  Concordia College                         4 years/ Priv       1995     0
H         1804 Green Street                              04/07          1994     2
          Selma, AL  36701-3323                                         1993     1

Total for Alabama = 3
```

Figure 164 Preview of report, *Schools Subject to Limitation, Suspension or Termination* (PEPSR305)


PEPSR305 Previewer
File
Edit
Window
Help
Prev
Next
First
Last
Page: 1
Print
Mail
Close
New

```
 U.S. DEPARTMENT OF EDUCATION                                        REPORT DATE:03/28/1998
   OFFICE OF POSTSECONDARY EDUCATION                                   REPORT NO:PEPSR305
              PEPS                                                          PAGE:1
     FY  1993  -  1995 COHORT DEFAULT RATES(CDR)
t to limitation, suspension, or termination for Fiscal Year 1995
                                                   Default Data - Last 3 Years
                                                    ________________________________________
                                                           Borrowers
                               Pgm Length/Type/              In       In     Dflt    Rte   Pgm
nd Address                     Regn/District        Year    Deflt    Repay   Rate    Typ   Rte
_______________                _______________      ____    _____    _____   _____   ___   ___

son State Technical                2 yrs/ Pub       1995      0        1      50.0    *    FL
                                     04/02          1994      0        0      50.0    *    FL
                                                    1993      1        1      33.3    *    FL
hway
L  36116-2699

e Technical College                2 yrs/ Pub       1995      0        1      66.7    *    FL
 Boulevard                           04/07,02       1994      0        0     100.0    *    FL
L  36108-3199                                       1993      2        2      42.9    *    FL

lege                              4 years/ Priv     1995      0        1      50.0    *    FL
reet                                 04/07          1994      2        2      40.0    *    FL
/01-3323                                            1993      1        3      38.1    *    FL
```

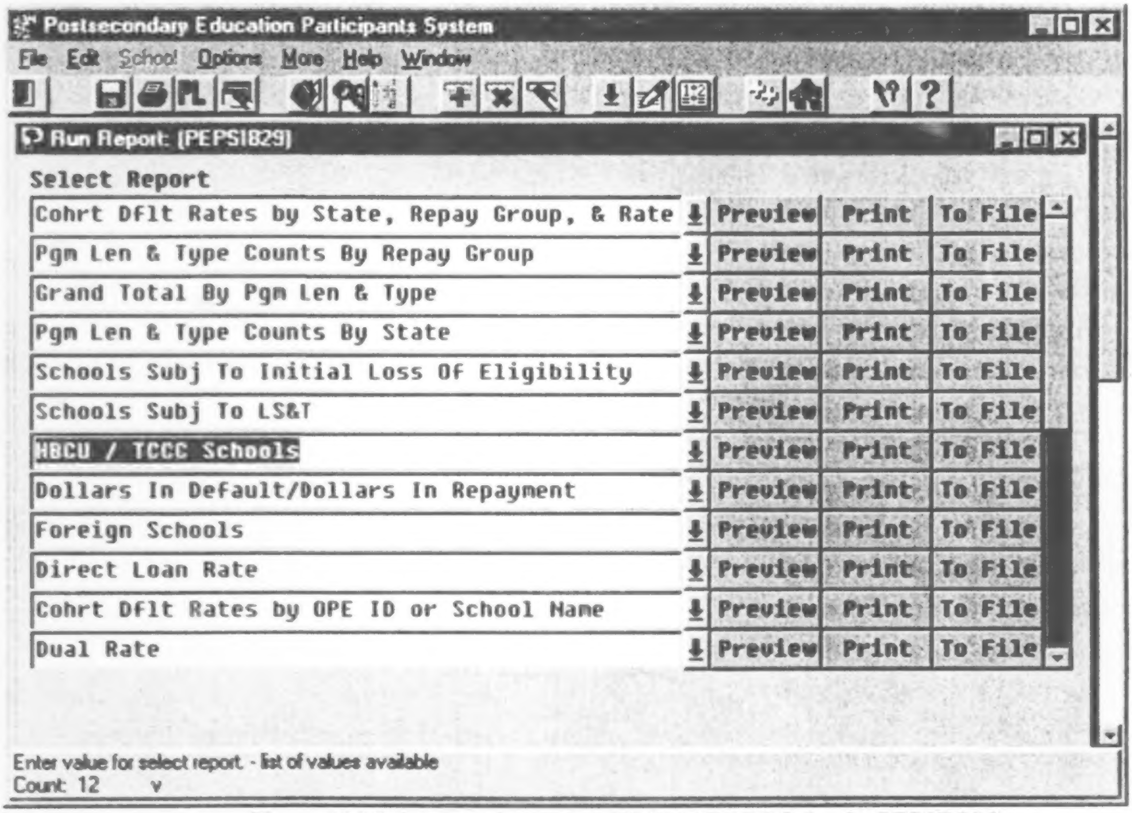
Figure 165 Preview of report, *Schools Subject to Limitation, Suspension or Termination* Scrolled to the Right (PEPSR305)

8.7 HBCU / TCCC Schools (PEPSR306)

This section demonstrates how to run the PEPS Default Management report, *HBCU / TCCC Schools* (PEPSR306). This report presents a data about those schools which belong to one of two groups: "Historically Black Colleges and Universities" or "Tribally Controlled Colleges and Universities". Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by state, default rate and OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate and must belong to one of the two groups mentioned above.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: (PEPS1829)

Select Report

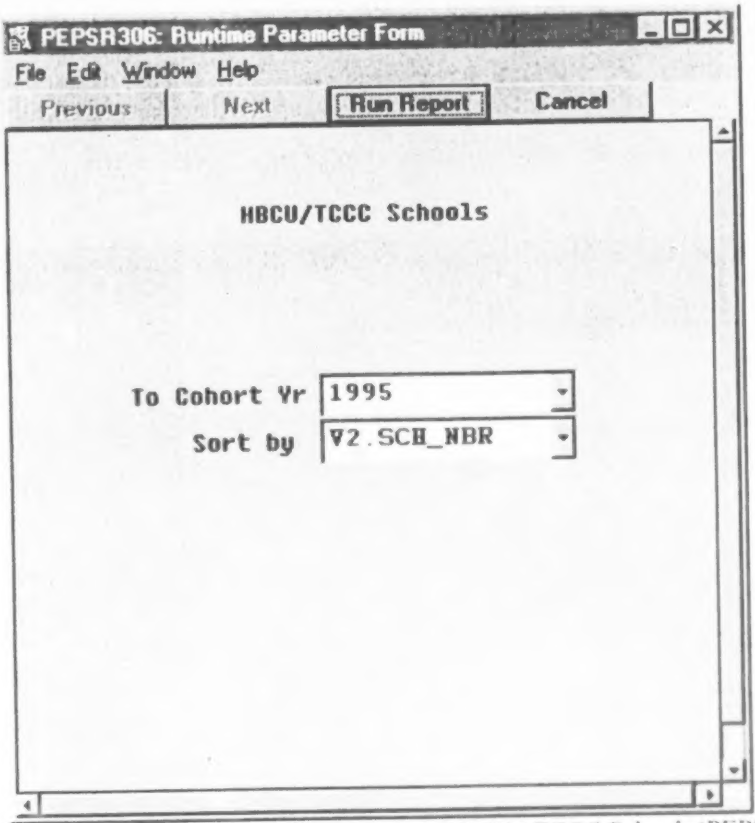
Cohrt Dflt Rates by State, Repay Group, & Rate	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	Preview	Print	To File
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File

Enter value for select report. - list of values available
Count: 12 v

Figure 166 Select/run the report, *HBCU / TCCC Schools* (PEPSR306)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:


PEPSR306: Runtime Parameter Form
File
Edit
Window
Help
Previous
Next
Run Report
Cancel

HBCU/TCCC Schools

To Cohort Yr 1995

Sort by V2.SCH_NBR

Figure 167 Enter report parameters for *HBCU / TCCC Schools* (PEPSR306)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by name or OPE ID.

Review the Output

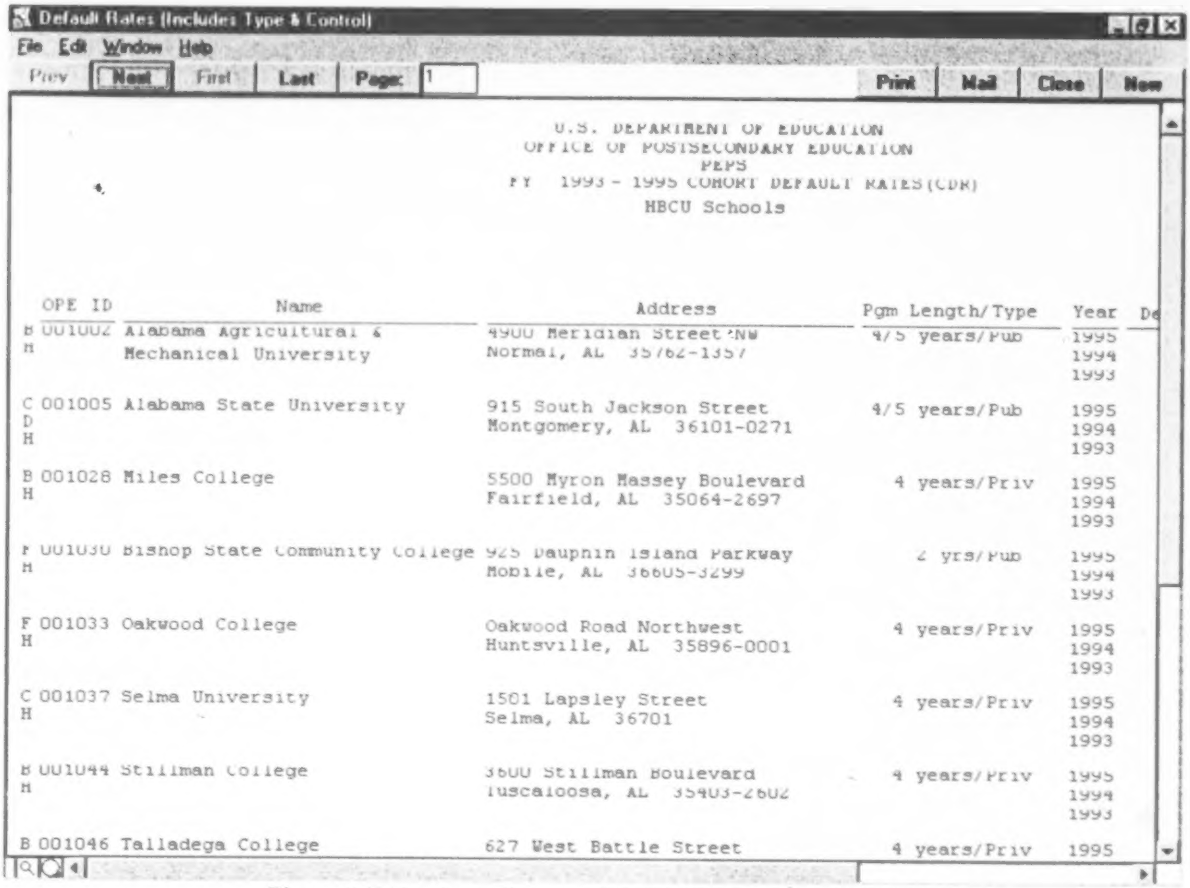
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

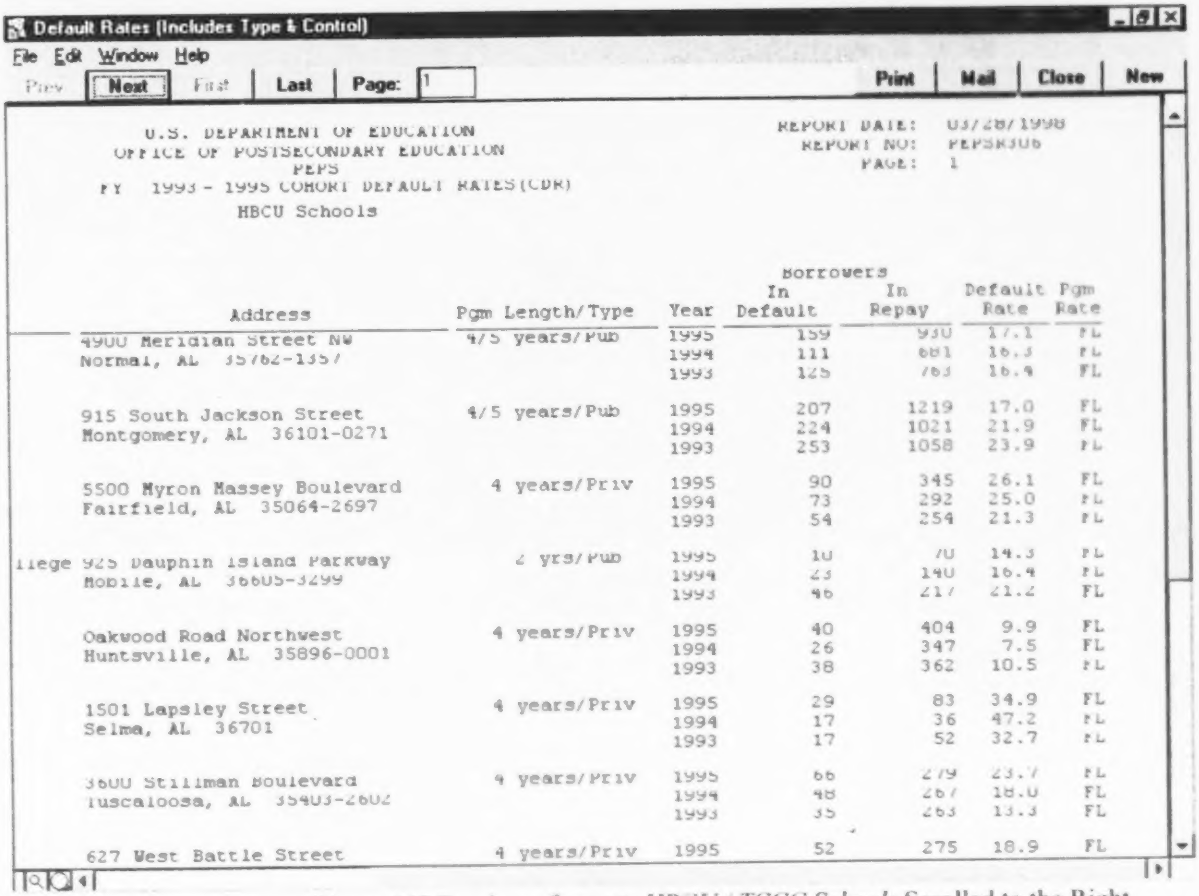
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                                    U.S. DEPARTMENT OF EDUCATION
                                 OFFICE OF POSTSECONDARY EDUCATION
                                                PEPS
                               FY   1993 - 1995 COHORT DEFAULT RATES(CDR)
                                           HBCU Schools


  OPE ID              Name                        Address               Pgm Length/Type    Year  De
B 001002 Alabama Agricultural &         4900 Meridian Street NW          4/5 years/Pub     1995
H        Mechanical University          Normal, AL  35762-1357                              1994
                                                                                            1993

C 001005 Alabama State University       915 South Jackson Street         4/5 years/Pub     1995
D                                       Montgomery, AL  36101-0271                          1994
H                                                                                           1993

B 001028 Miles College                  5500 Myron Massey Boulevard        4 years/Priv    1995
H                                       Fairfield, AL  35064-2697                           1994
                                                                                            1993

F 001030 Bishop State Community College 925 Dauphin Island Parkway           2 yrs/Pub     1995
H                                       Mobile, AL  36605-3299                              1994
                                                                                            1993

F 001033 Oakwood College                Oakwood Road Northwest             4 years/Priv    1995
H                                       Huntsville, AL  35896-0001                          1994
                                                                                            1993

C 001037 Selma University               1501 Lapsley Street                4 years/Priv    1995
H                                       Selma, AL  36701                                    1994
                                                                                            1993

B 001044 Stillman College               3600 Stillman Boulevard            4 years/Priv    1995
H                                       Tuscaloosa, AL  35403-2602                          1994
                                                                                            1993

B 001046 Talladega College              627 West Battle Street             4 years/Priv    1995
```

Figure 168 Preview of report, *HBCU / TCCC Schools* (PEPSR306)



```
          U.S. DEPARTMENT OF EDUCATION                              REPORT DATE:   03/28/1998
       OFFICE OF POSTSECONDARY EDUCATION                              REPORT NO:   PEPSR306
                      PEPS                                                PAGE:   1
      FY   1993 - 1995 COHORT DEFAULT RATES(CDR)
                  HBCU Schools


                                                                          Borrowers
                                                                     In              In        Default  Pgm
                  Address                      Pgm Length/Type   Year  Default          Repay      Rate    Rate
       4900 Meridian Street NW                 4/5 years/Pub     1995       159            930     17.1    FL
       Normal, AL  35762-1357                                    1994       111            681     16.3    FL
                                                                 1993       125            763     16.4    FL

       915 South Jackson Street                4/5 years/Pub     1995       207           1219     17.0    FL
       Montgomery, AL  36101-0271                                1994       224           1021     21.9    FL
                                                                 1993       253           1058     23.9    FL

       5500 Myron Massey Boulevard               4 years/Priv    1995        90            345     26.1    FL
       Fairfield, AL  35064-2697                                 1994        73            292     25.0    FL
                                                                 1993        54            254     21.3    FL

 llege 925 Dauphin Island Parkway                  2 yrs/Pub     1995        10             70     14.3    FL
       Mobile, AL  36605-3299                                    1994        23            140     16.4    FL
                                                                 1993        46            217     21.2    FL

       Oakwood Road Northwest                    4 years/Priv    1995        40            404      9.9    FL
       Huntsville, AL  35896-0001                                1994        26            347      7.5    FL
                                                                 1993        38            362     10.5    FL

       1501 Lapsley Street                       4 years/Priv    1995        29             83     34.9    FL
       Selma, AL  36701                                          1994        17             36     47.2    FL
                                                                 1993        17             52     32.7    FL

       3600 Stillman Boulevard                   4 years/Priv    1995        66            279     23.7    FL
       Tuscaloosa, AL  35403-2602                                1994        48            267     18.0    FL
                                                                 1993        35            263     13.3    FL

       627 West Battle Street                    4 years/Priv    1995        52            275     18.9    FL
```

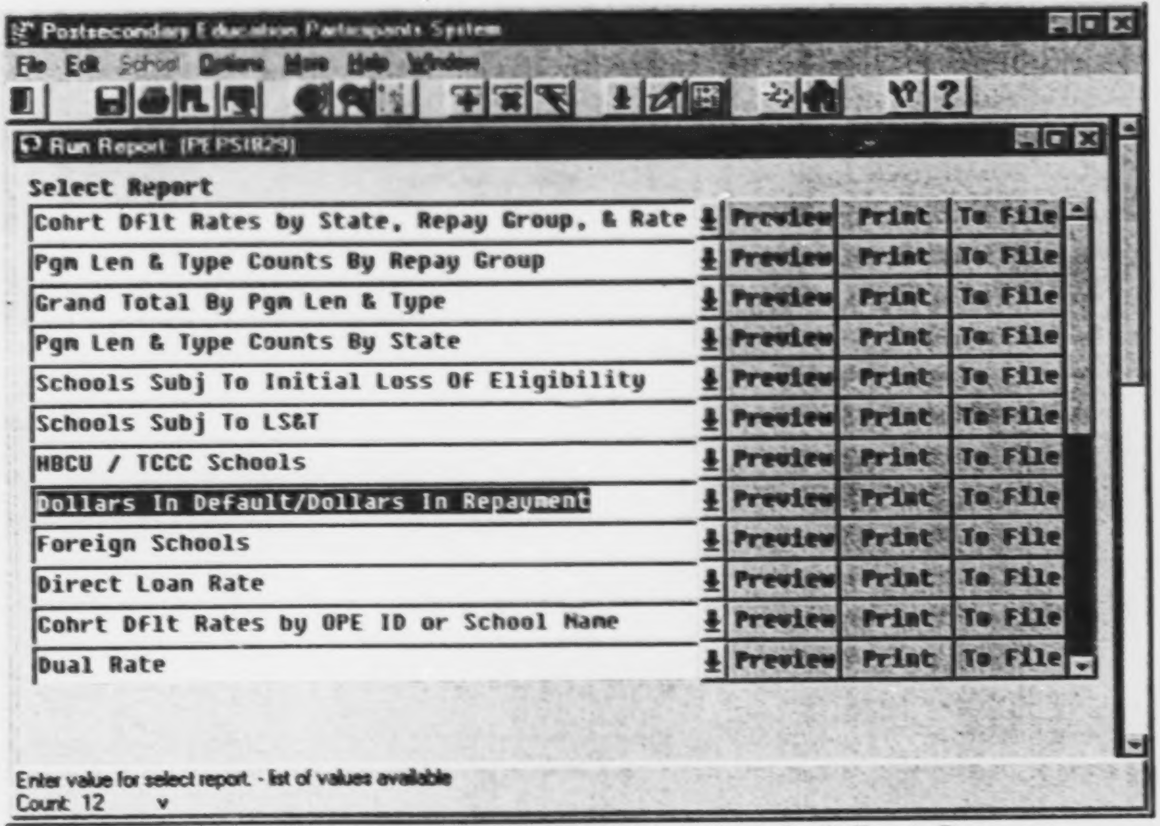
Figure 169 Preview of report. *HBCU / TCCC Schools* Scrolled to the Right (PEPSR306)

8.8 Dollars in Default / Dollars in Repayment (PEPSR307)

This section demonstrates how to run the PEPS Default Management report, *Dollars in Default / Dollars in Repayment* (PEPSR307). This report presents financial data about those schools, which are involved in the FFEL and/or FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.



Select Report

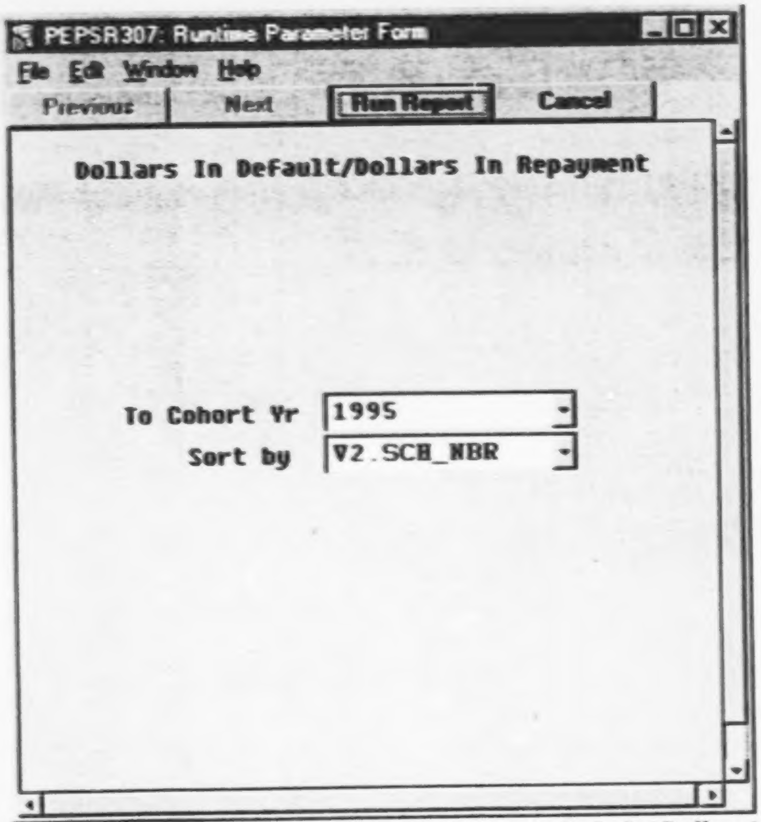
Cohrt Dflt Rates by State, Repay Group, & Rate	⬇	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	⬇	Preview	Print	To File
Grand Total By Pgm Len & Type	⬇	Preview	Print	To File
Pgm Len & Type Counts By State	⬇	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	⬇	Preview	Print	To File
Schools Subj To LS&T	⬇	Preview	Print	To File
HBCU / TCCC Schools	⬇	Preview	Print	To File
Dollars In Default/Dollars In Repayment	⬇	Preview	Print	To File
Foreign Schools	⬇	Preview	Print	To File
Direct Loan Rate	⬇	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	⬇	Preview	Print	To File
Dual Rate	⬇	Preview	Print	To File

Enter value for select report. - list of values available
Count: 12 v

Figure 170 Select/run the report, *Dollars in Default / Dollars in Repayment* (PEPSR307)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Dollars In Default/Dollars In Repayment

To Cohort Yr: 1995
Sort by: V2.SCH_NBR

Figure 171 Enter report parameters for *Dollars in Default / Dollars in Repayment* (PEPSR307)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by name or OPE ID.

Review the Output

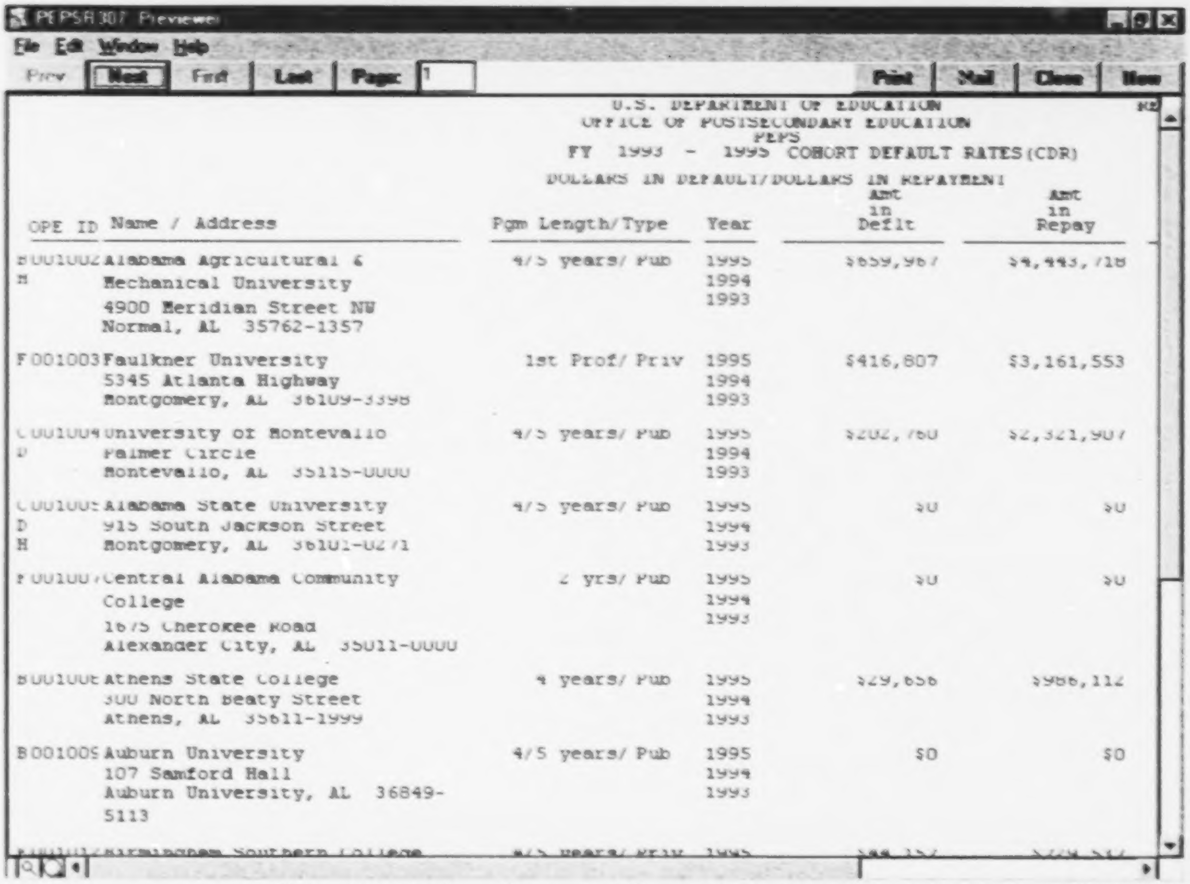
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

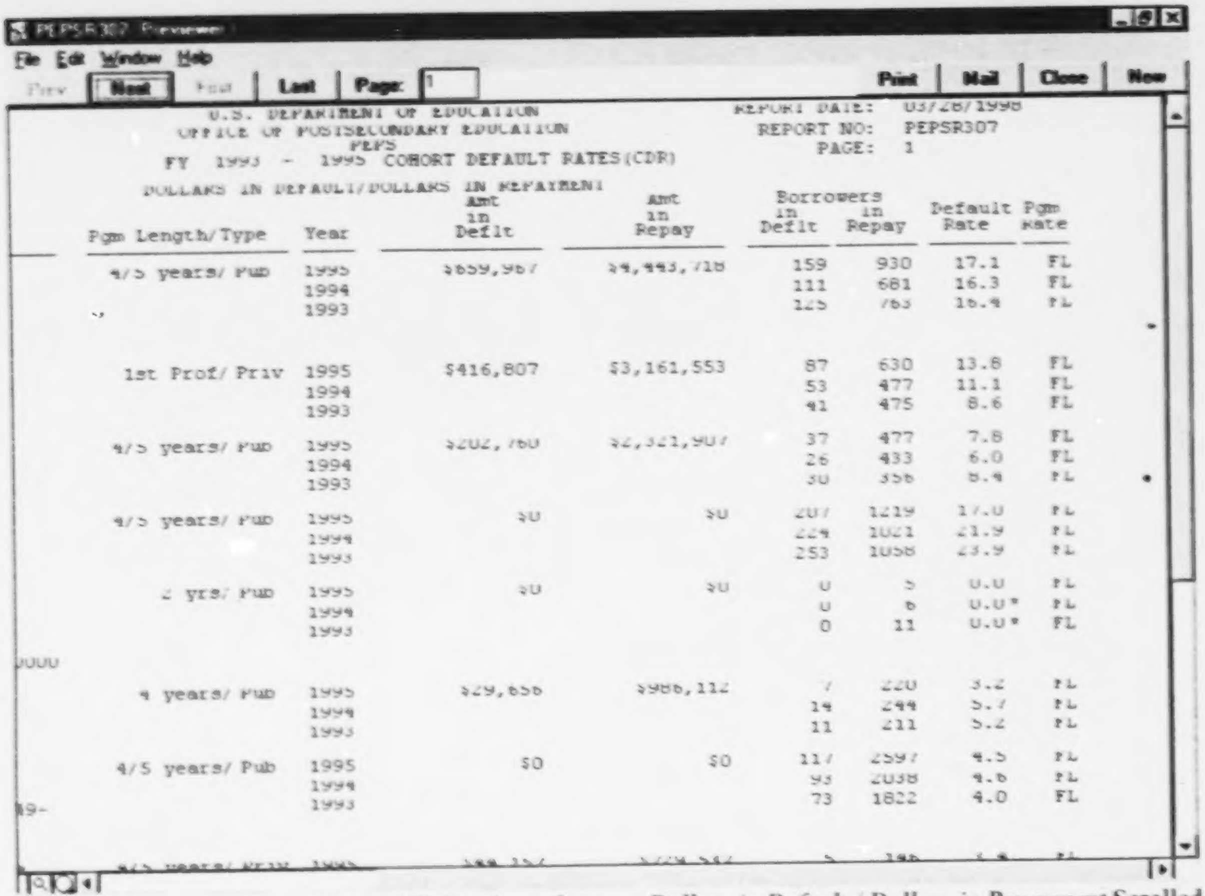
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                                   U.S. DEPARTMENT OF EDUCATION
                                OFFICE OF POSTSECONDARY EDUCATION
                                               PEPS
                              FY  1993  -  1995  COHORT DEFAULT RATES(CDR)
                               DOLLARS IN DEFAULT/DOLLARS IN REPAYMENT
                                                                       Amt               Amt
                                                                       in                in
OPE ID Name / Address                       Pgm Length/Type   Year     Deflt             Repay

B001002 Alabama Agricultural &               4/5 years/ Pub   1995    $659,967      $4,443,718
M       Mechanical University                                 1994
        4900 Meridian Street NW                               1993
        Normal, AL  35762-1357

F001003 Faulkner University                  1st Prof/ Priv   1995    $416,807      $3,161,553
        5345 Atlanta Highway                                  1994
        Montgomery, AL  36109-3398                            1993

C001004 University of Montevallo             4/5 years/ Pub   1995    $202,760      $2,321,907
D       Palmer Circle                                         1994
        Montevallo, AL  35115-0000                            1993

C00100  Alabama State University             4/5 years/ Pub   1995          $0              $0
D       915 South Jackson Street                              1994
H       Montgomery, AL  36101-0271                            1993

F00100  Central Alabama Community               2 yrs/ Pub    1995          $0              $0
        College                                               1994
        1675 Cherokee Road                                    1993
        Alexander City, AL  35011-0000

B00100  Athens State College                   4 years/ Pub   1995     $29,656        $986,112
        300 North Beaty Street                                1994
        Athens, AL  35611-1999                                1993

B00100  Auburn University                    4/5 years/ Pub   1995          $0              $0
        107 Samford Hall                                      1994
        Auburn University, AL  36849-                         1993
        5113

        Birmingham Southern College          4/5 years/ Priv  1995
```

Figure 172 Preview of report, *Dollars in Default / Dollars in Repayment* (PEPSR307)



```
           U.S. DEPARTMENT OF EDUCATION                          REPORT DATE:   03/26/1998
         OFFICE OF POSTSECONDARY EDUCATION                        REPORT NO:    PEPSR307
                        PEPS                                          PAGE:    1
      FY  1993  -  1995  COHORT DEFAULT RATES(CDR)

    DOLLARS IN DEFAULT/DOLLARS IN REPAYMENT
                                        Amt               Amt          Borrowers
                                        in                in           in      in     Default  Pgm
 Pgm Length/Type      Year            Deflt             Repay       Deflt   Repay    Rate    Rate

   4/5 years/ Pub      1995         $659,967        $4,443,718        159     930     17.1     FL
                       1994                                           111     681     16.3     FL
                       1993                                           125     763     16.4     FL


   1st Prof/ Priv      1995         $416,807        $3,161,553         87     630     13.8     FL
                       1994                                            53     477     11.1     FL
                       1993                                            41     475      8.6     FL

   4/5 years/ Pub      1995         $202,760        $2,321,907         37     477      7.8     FL
                       1994                                            26     433      6.0     FL
                       1993                                            30     356      8.4     FL

   4/5 years/ Pub      1995               $0                $0        207    1219     17.0     FL
                       1994                                           224    1021     21.9     FL
                       1993                                           253    1058     23.9     FL

        2 yrs/ Pub     1995               $0                $0          0       5      0.0     FL
                       1994                                             0       6      0.0 *   FL
                       1993                                             0      11      0.0 *   FL
0000
      4 years/ Pub     1995          $29,656          $986,112          7     220      3.2     FL
                       1994                                            14     244      5.7     FL
                       1993                                            11     211      5.2     FL

   4/5 years/ Pub      1995               $0                $0        117    2597      4.5     FL
                       1994                                            93    2038      4.6     FL
19-                    1993                                            73    1822      4.0     FL
```

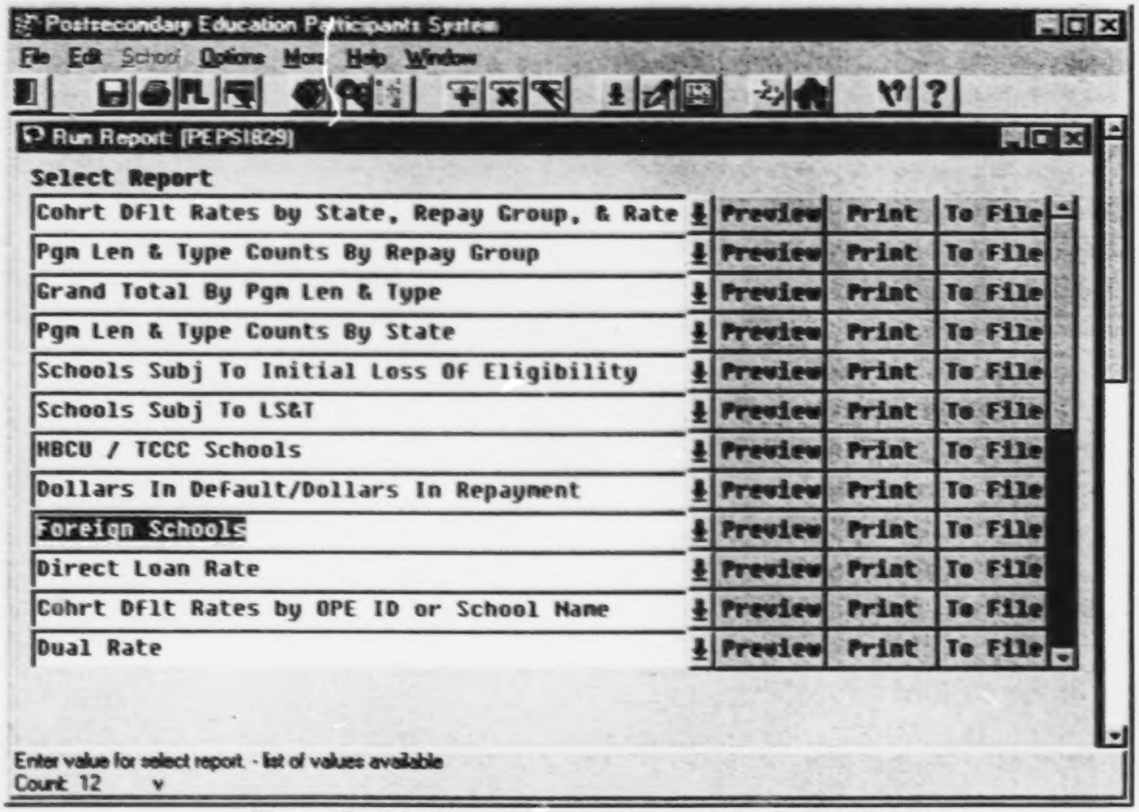
Figure 173 Preview of report, *Dollars in Default / Dollars in Repayment* Scrolled to the Right (PEPSR307)

8.9 Foreign Schools (PEPSR308)

This section demonstrates how to run the PEPS Default Management report, *Foreign Schools* (PEPSR308). This report presents Default rate and financial data about foreign schools, which are, involved in the FFEL and/or FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: [PEPSI829]
Preview
Print
To File

Select Report

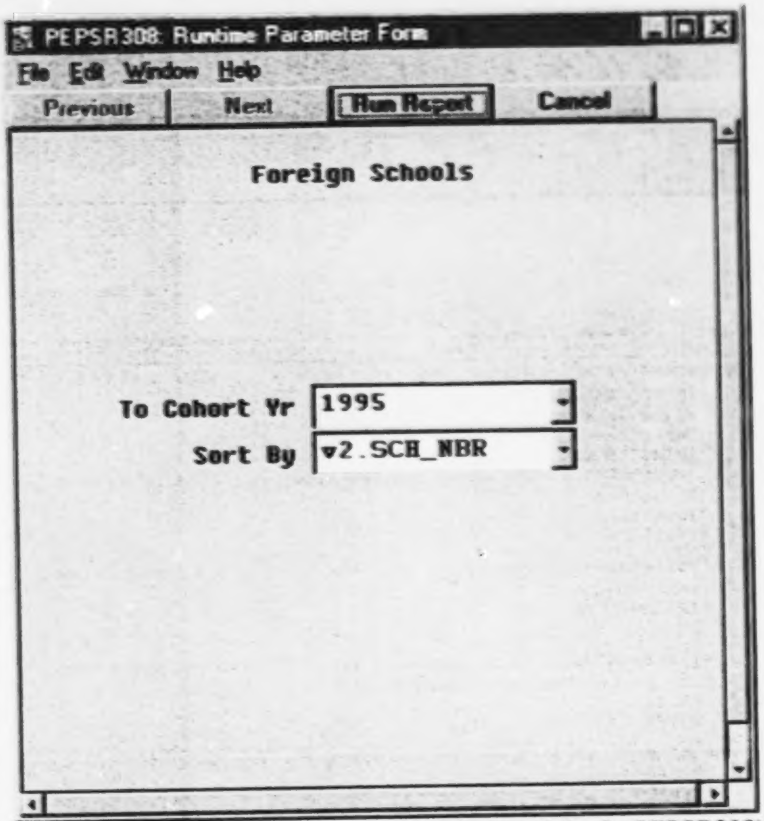
Cohrt Dflt Rates by State, Repay Group, & Rate
Pgm Len & Type Counts By Repay Group
Grand Total By Pgm Len & Type
Pgm Len & Type Counts By State
Schools Subj To Initial Loss Of Eligibility
Schools Subj To LS&T
HBCU / TCCC Schools
Dollars In Default/Dollars In Repayment
Foreign Schools
Direct Loan Rate
Cohrt Dflt Rates by OPE ID or School Name
Dual Rate

Enter value for select report. - list of values available
Count: 12

Figure 174 Select/run the report, *Foreign Schools* (PEPSR308)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Foreign Schools

To Cohort Yr: 1995

Sort By: v2.SCH_NBR

Figure 175 Enter report parameters for *Foreign Schools* (PEPSR308)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by name or OPE ID.

Review the Output

If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

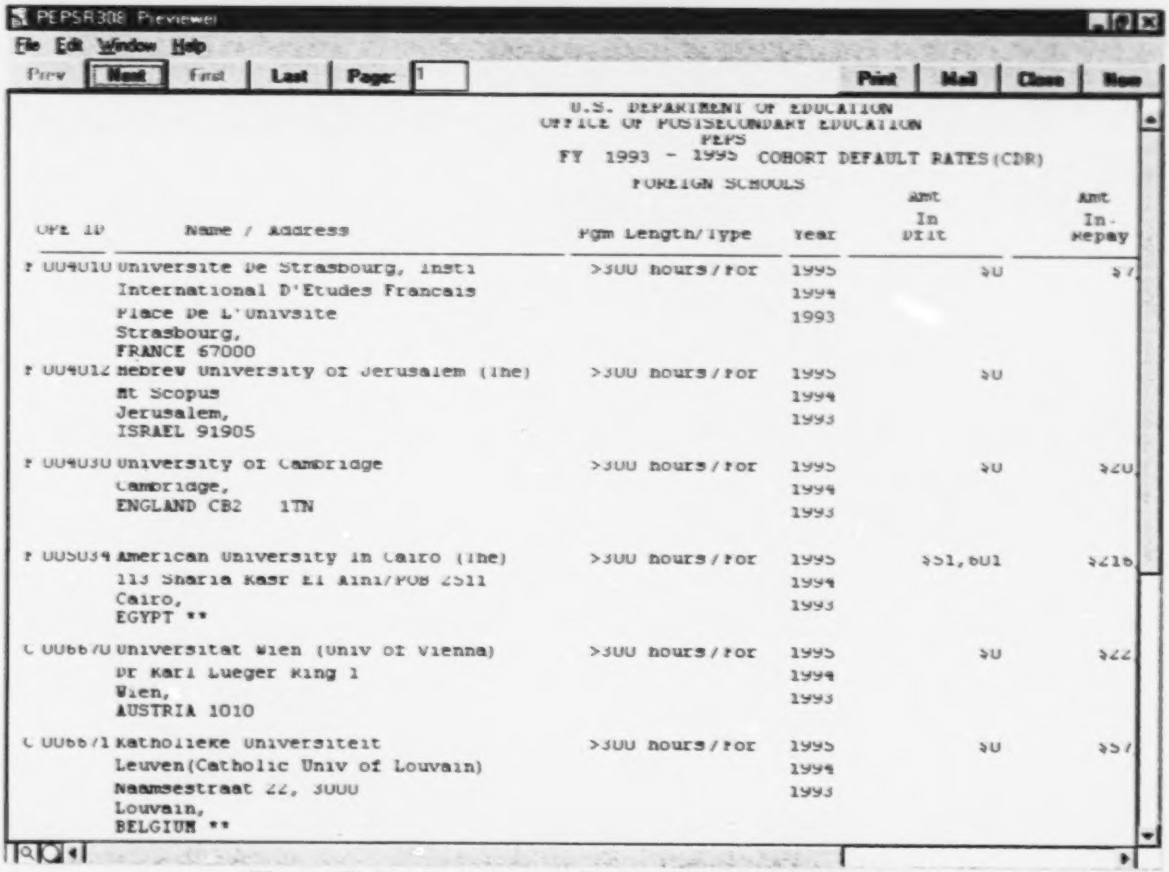
BEST COPY AVAILABLE

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

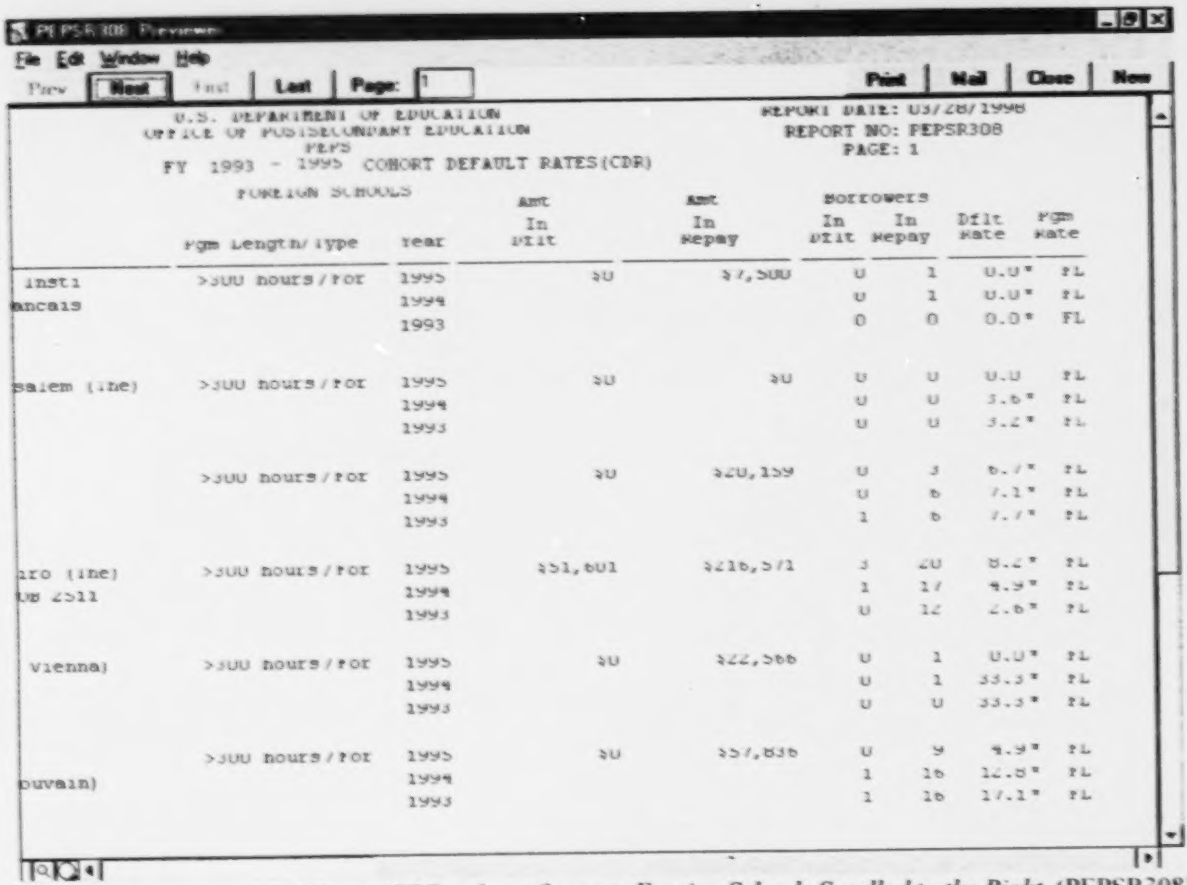
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                                         U.S. DEPARTMENT OF EDUCATION
                                       OFFICE OF POSTSECONDARY EDUCATION
                                                     PEPS
                                      FY  1993 - 1995  COHORT DEFAULT RATES(CDR)
                                                FOREIGN SCHOOLS
                                                                                  Amt              Amt
                                                                                  In               In-
OPE ID        Name / Address                        Pgm Length/Type     Year      Dflt             Repay

F 004010 Universite De Strasbourg, Insti            >300 hours/For      1995            $0             $7
         International D'Etudes Francais                                1994
         Place De L'Univsite                                            1993
         Strasbourg,
         FRANCE 67000
F 004012 Hebrew University of Jerusalem (The)       >300 hours/For      1995            $0
         Mt Scopus                                                      1994
         Jerusalem,                                                     1993
         ISRAEL 91905

F 004030 University of Cambridge                    >300 hours/For      1995            $0            $20
         Cambridge,                                                     1994
         ENGLAND CB2   1TN                                              1993

F 005034 American University in Cairo (The)         >300 hours/For      1995       $51,601           $216
         113 Sharia Kasr El Aini/POB 2511                               1994
         Cairo,                                                         1993
         EGYPT **
C 006670 Universitat Wien (Univ of Vienna)          >300 hours/For      1995            $0            $22
         Dr Karl Lueger Ring 1                                          1994
         Wien,                                                          1993
         AUSTRIA 1010
C 006671 Katholieke Universiteit                    >300 hours/For      1995            $0            $57
         Leuven(Catholic Univ of Louvain)                               1994
         Naamsestraat 22, 3000                                          1993
         Louvain,
         BELGIUM **
```

Figure 176 Preview of report, *Foreign Schools* (PEPSR308)



```
        U.S. DEPARTMENT OF EDUCATION                                    REPORT DATE: 03/28/1998
     OFFICE OF POSTSECONDARY EDUCATION                                  REPORT NO: PEPSR308
                    PEPS                                                PAGE: 1
     FY  1993 - 1995  COHORT DEFAULT RATES(CDR)
            FOREIGN SCHOOLS              Amt              Amt          Borrowers
                                         In               In          In     In     Dflt   Pgm
           Pgm Length/Type      Year     Dflt             Repay       Dflt   Repay  Rate   Rate

 Insti     >300 hours/For       1995              $0          $7,500     0      1    0.0*   FL
ancais                          1994                                     0      1    0.0*   FL
                                1993                                     0      0    0.0*   FL

Salem (The) >300 hours/For      1995              $0              $0     0      0    0.0    FL
                                1994                                     0      0    3.6*   FL
                                1993                                     0      0    3.2*   FL

           >300 hours/For       1995              $0         $20,159     0      3    6.7*   FL
                                1994                                     0      6    7.1*   FL
                                1993                                     1      6    7.7*   FL

aro (The)  >300 hours/For       1995         $51,601        $216,571     3     20    8.2*   FL
OB 2511                         1994                                     1     17    4.9*   FL
                                1993                                     0     12    2.6*   FL

 Vienna)   >300 hours/For       1995              $0         $22,566     0      1    0.0*   FL
                                1994                                     0      1   33.3*   FL
                                1993                                     0      0   33.3*   FL

           >300 hours/For       1995              $0         $57,836     0      9    4.9*   FL
ouvain)                         1994                                     1     16   12.8*   FL
                                1993                                     1     16   17.1*   FL
```

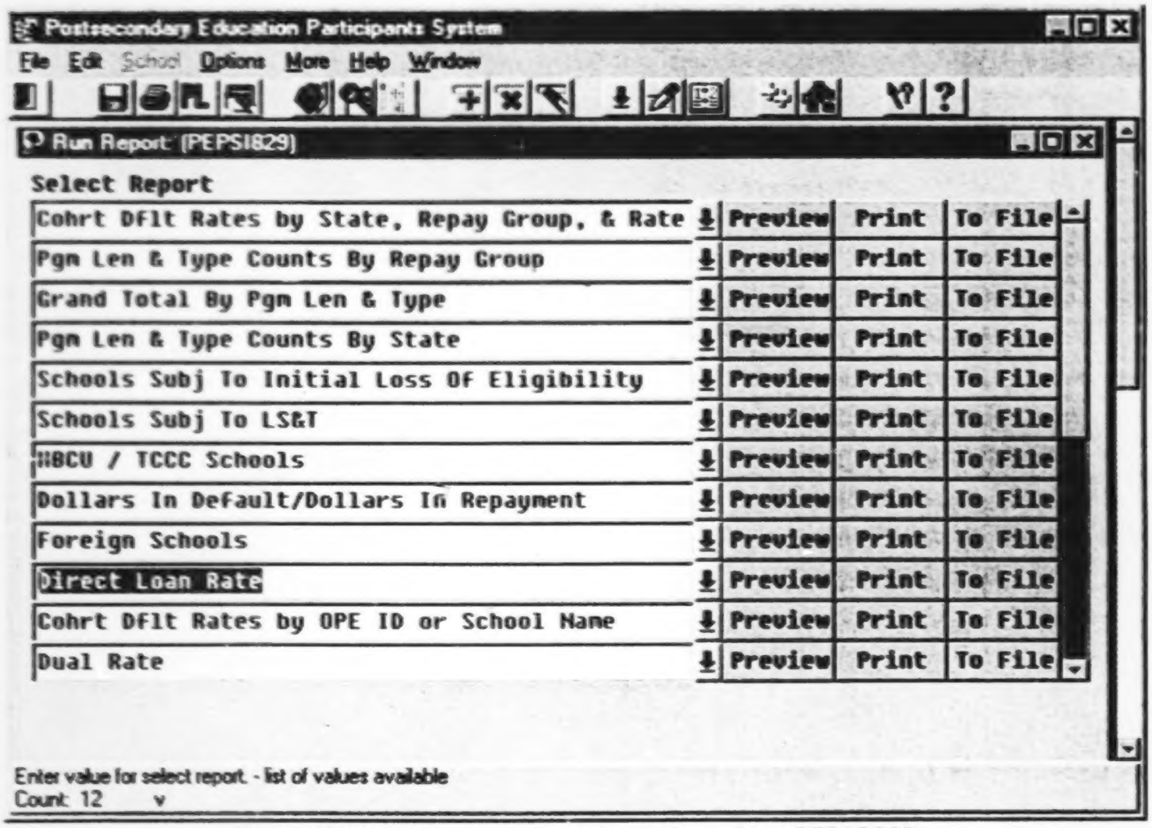
Figure 177 Preview of report, *Foreign Schools Scrolled to the Right* (PEPSR308)

8.10 Direct Loan Rate (PEPSR309)

This section demonstrates how to run the PEPS Default Management report, *Direct Loan Rate* (PEPSR309). This report presents data about schools, which are involved in the FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by state, default rate and OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.



Select Report

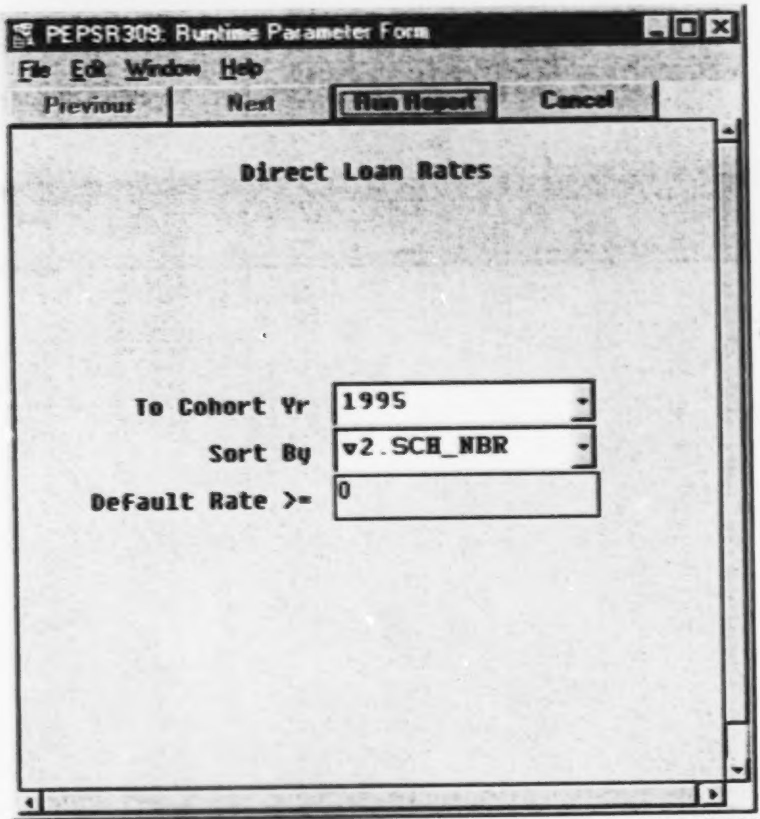
Cohrt Dflt Rates by State, Repay Group, & Rate	Preview	Print	To File
Pgm Len & Type Counts By Repay Group	Preview	Print	To File
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File

Enter value for select report. - list of values available
Count: 12

Figure 178 Select/run the report, *Direct Loan Rate* (PEPSR309)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



To Cohort Yr: 1995

Sort By: v2.SCH_NBR

Default Rate >=: 0

Figure 179 Enter report parameters for *Direct Loan Rate* (PEPSR309)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by name or OPE ID.
- **Default Rate** – Schools whose default rate is below this value will not be selected.

Review the Output

If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

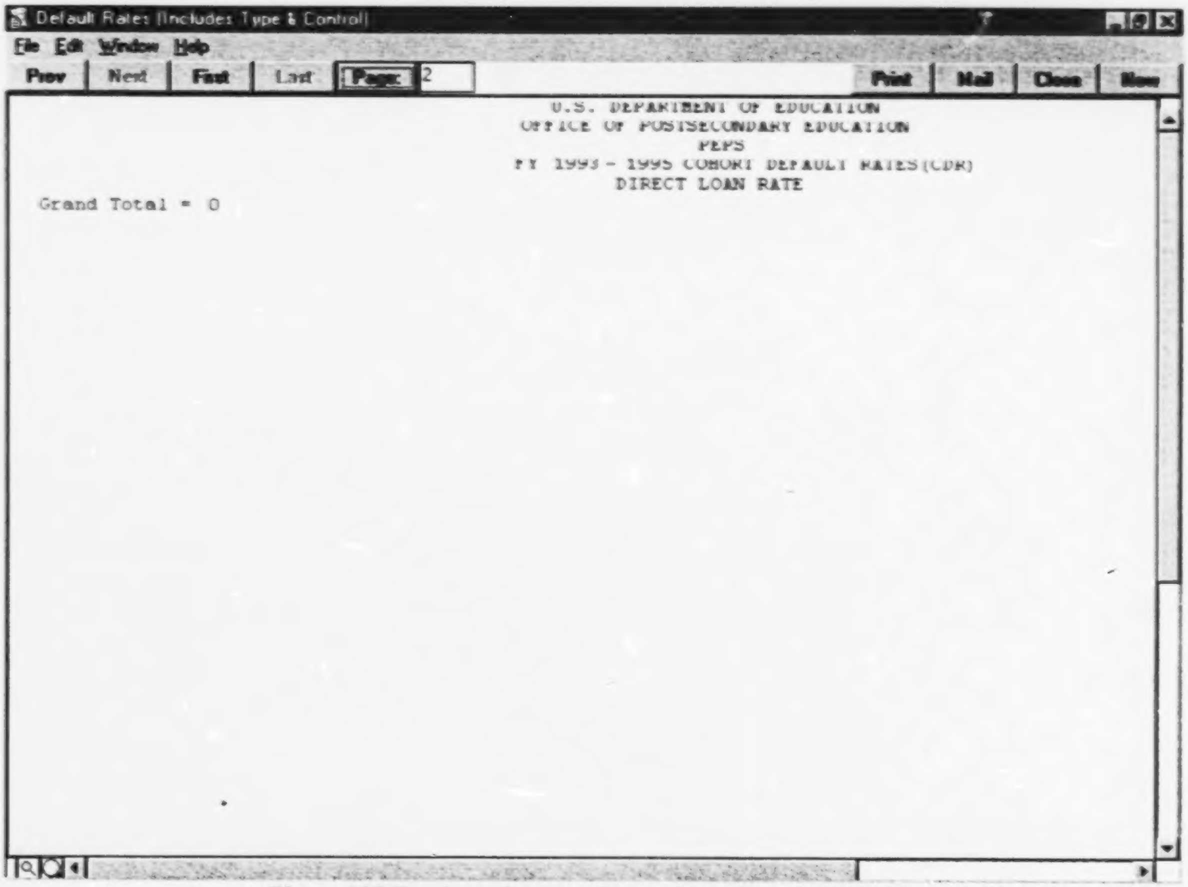
BEST COPY AVAILABLE

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:


Default Rates (Includes Type & Control)
File
Edit
Window
Help
Prev
Next
First
Last
Page:
2
Print
Mail
Close
New

```
                                   U.S. DEPARTMENT OF EDUCATION
                                OFFICE OF POSTSECONDARY EDUCATION
                                              PEPS
                              FY 1993 - 1995 COHORT DEFAULT RATES(CDR)
                                        DIRECT LOAN RATE
Grand Total = 0
```

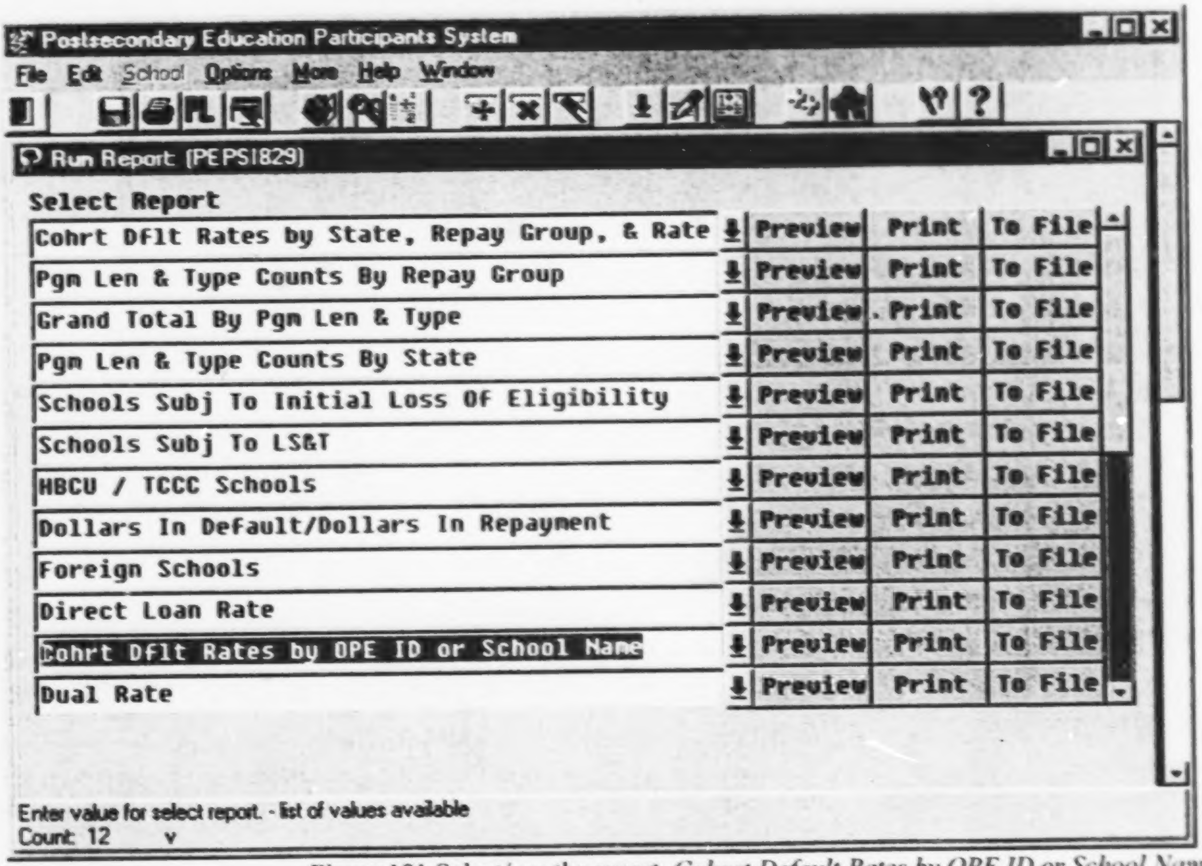
Figure 180 Preview of report, *Direct Loan Rate* (PEPSR309)

8.11 Cohort Default Rates by OPE ID or School Name (PEPSR311)

This section demonstrates how to run the PEPS Default Management report, *Cohort Default Rates by OPE ID or School Name* (PEPSR310). This report presents default rate data about schools, which are, involved in the FFEL and/or FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by School name or OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.



Select Report

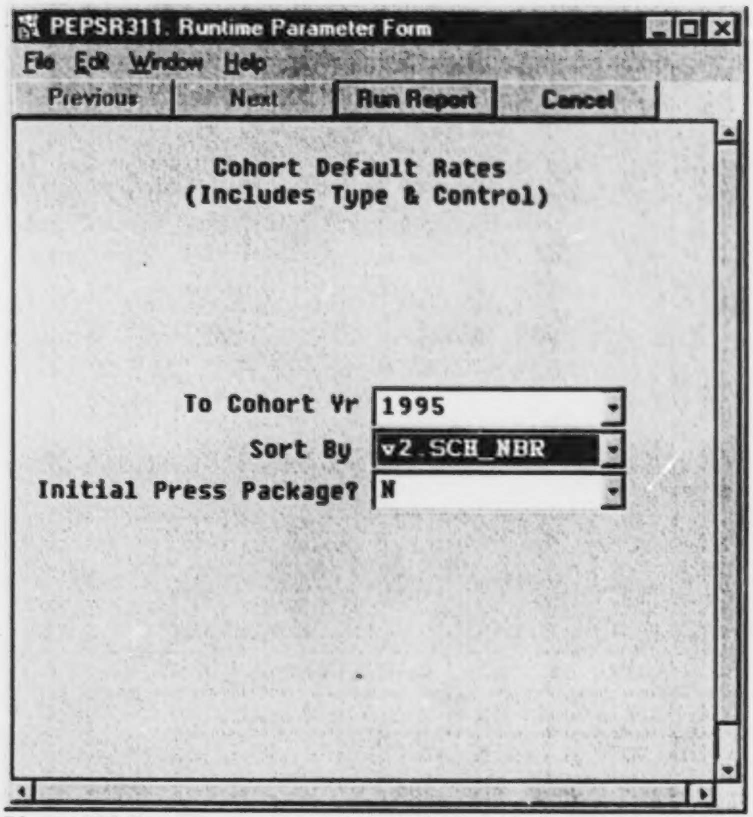
Cohrt Dflt Rates by State, Repay Group, & Rate
Pgm Len & Type Counts By Repay Group
Grand Total By Pgm Len & Type
Pgm Len & Type Counts By State
Schools Subj To Initial Loss Of Eligibility
Schools Subj To LS&T
HBCU / TCCC Schools
Dollars In Default/Dollars In Repayment
Foreign Schools
Direct Loan Rate
Cohrt Dflt Rates by OPE ID or School Name
Dual Rate

Enter value for select report. - list of values available
Count: 12 v

Figure 181 Select/run the report, *Cohort Default Rates by OPE ID or School Name* (PEPSR311)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Cohort Default Rates
(Includes Type & Control)

To Cohort Yr: 1995
Sort By: v2.SCH_NBR
Initial Press Package?: N

Figure 182 Enter report parameters *Cohort Default Rates by OPE ID or School Name* (PEPSR311)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by School name or OPE ID.
- **Initial Press Package** – This value when set to 'Y' will initiate a process, which will mark Default Rate data of the cohort year entered on this parameter screen as being part of the "Initial Press Package". It will then produce the "Initial Press Package" version of this report

Review the Output

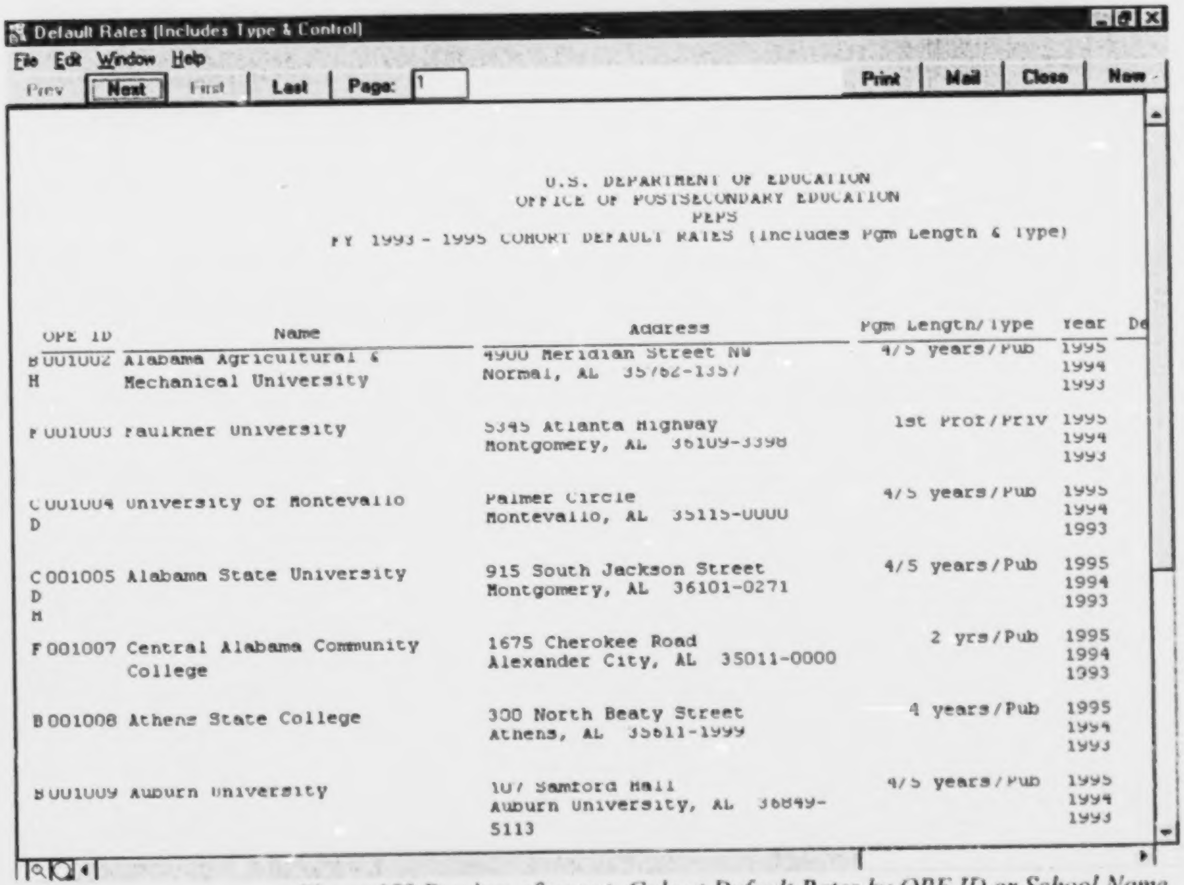
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

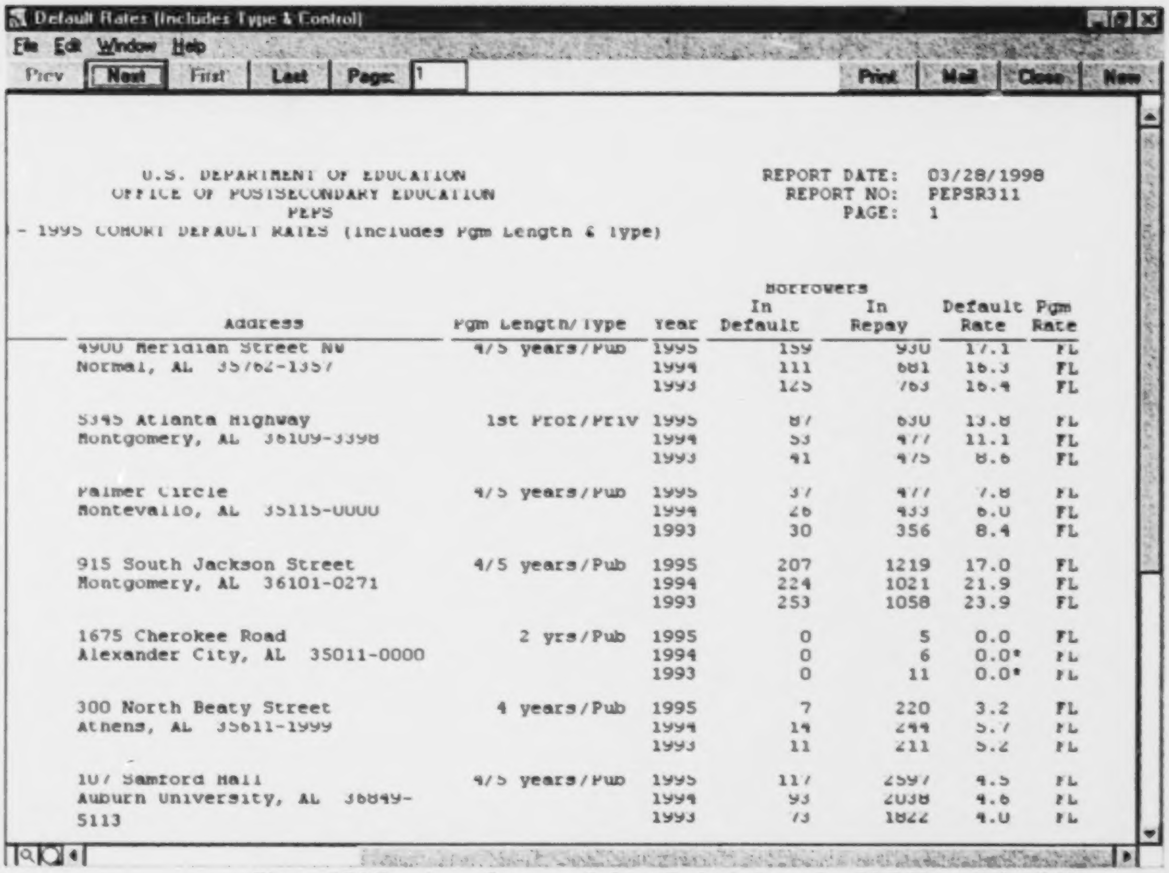
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                         U.S. DEPARTMENT OF EDUCATION
                      OFFICE OF POSTSECONDARY EDUCATION
                                     PEPS
             FY 1993 - 1995 COHORT DEFAULT RATES (Includes Pgm Length & Type)


 OPE ID              Name                         Address                Pgm Length/Type   Year  De
B 001002 Alabama Agricultural &          4900 Meridian Street NW           4/5 years/Pub   1995
H        Mechanical University           Normal, AL  35762-1357                            1994
                                                                                           1993

F 001003 Faulkner University             5345 Atlanta Highway              1st Prof/Priv   1995
                                         Montgomery, AL  36109-3398                        1994
                                                                                           1993

C 001004 University of Montevallo        Palmer Circle                     4/5 years/Pub   1995
D                                        Montevallo, AL  35115-0000                        1994
                                                                                           1993

C 001005 Alabama State University        915 South Jackson Street          4/5 years/Pub   1995
D                                        Montgomery, AL  36101-0271                        1994
M                                                                                          1993
F 001007 Central Alabama Community       1675 Cherokee Road                    2 yrs/Pub   1995
         College                         Alexander City, AL  35011-0000                    1994
                                                                                           1993

B 001008 Athens State College            300 North Beaty Street              4 years/Pub   1995
                                         Athens, AL  35611-1999                            1994
                                                                                           1993

B 001009 Auburn University               107 Samford Hall                  4/5 years/Pub   1995
                                         Auburn University, AL  36849-                     1994
                                         5113                                              1993
```

Figure 183 Preview of report, *Cohort Default Rates by OPE ID or School Name* (PEPSR311)



```
          U.S. DEPARTMENT OF EDUCATION                       REPORT DATE:   03/28/1998
        OFFICE OF POSTSECONDARY EDUCATION                      REPORT NO:   PEPSR311
                     PEPS                                           PAGE:   1
- 1995 COHORT DEFAULT RATES (Includes Pgm Length & Type)


                                                                  Borrowers
                                                               In          In       Default  Pgm
             Address                  Pgm Length/Type  Year  Default      Repay      Rate    Rate
   4900 Meridian Street NW            4/5 years/Pub    1995      159        930      17.1     FL
   Normal, AL  35762-1357                              1994      111        681      16.3     FL
                                                       1993      125        763      16.4     FL

   5345 Atlanta Highway                 1st Prof/Priv  1995       87        630      13.8     FL
   Montgomery, AL  36109-3398                          1994       53        477      11.1     FL
                                                       1993       41        475       8.6     FL

   Palmer Circle                      4/5 years/Pub    1995       37        477       7.8     FL
   Montevallo, AL  35115-0000                          1994       26        433       6.0     FL
                                                       1993       30        356       8.4     FL

   915 South Jackson Street           4/5 years/Pub    1995      207       1219      17.0     FL
   Montgomery, AL  36101-0271                          1994      224       1021      21.9     FL
                                                       1993      253       1058      23.9     FL

   1675 Cherokee Road                     2 yrs/Pub    1995        0          5       0.0     FL
   Alexander City, AL  35011-0000                      1994        0          6       0.0*    FL
                                                       1993        0         11       0.0*    FL

   300 North Beaty Street               4 years/Pub    1995        7        220       3.2     FL
   Athens, AL  35611-1999                              1994       14        244       5.7     FL
                                                       1993       11        211       5.2     FL

   107 Samford Hall                   4/5 years/Pub    1995      117       2597       4.5     FL
   Auburn University, AL  36849-                       1994       93       2038       4.6     FL
   5113                                                1993       73       1822       4.0     FL
```

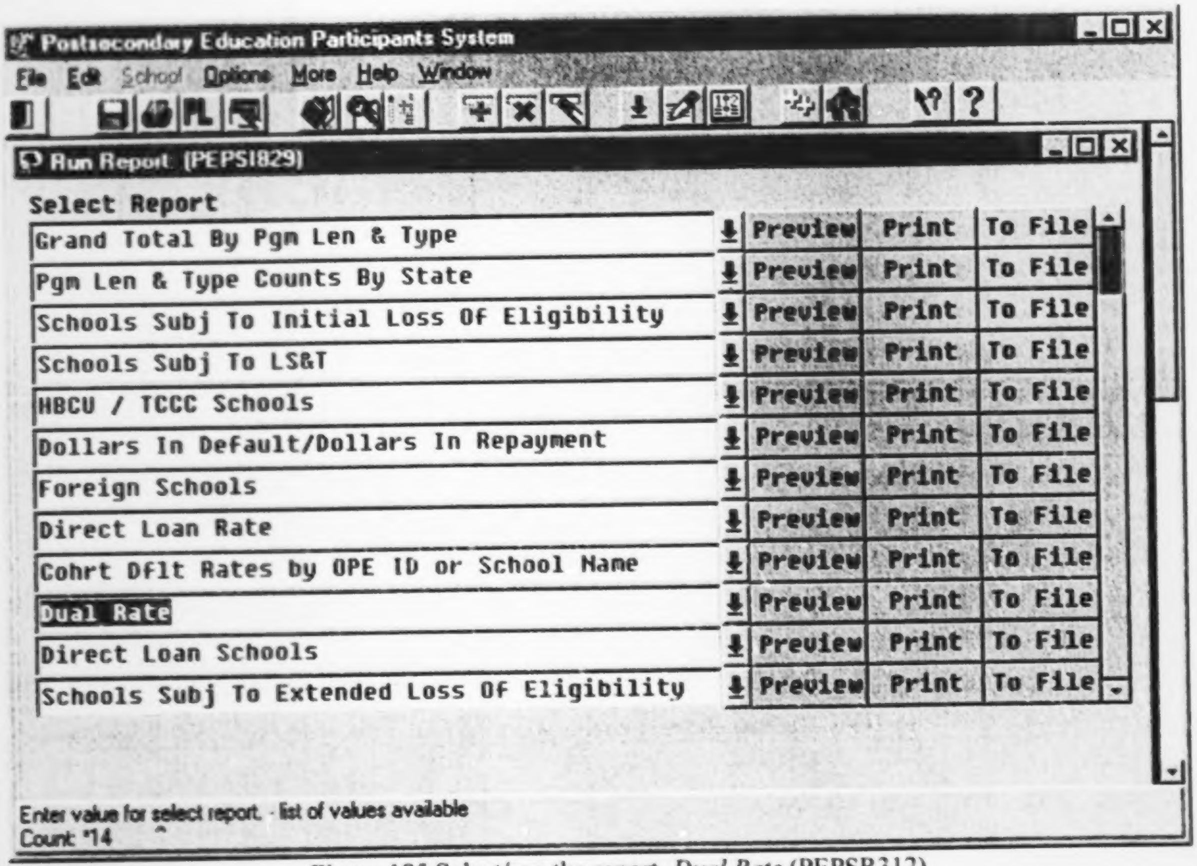
Figure 184 Preview of report, *Cohort Default Rates by OPE ID or School Name Scrolled to the Right* (PEPSR311)

8.12 Dual Rate (PEPSR312)

This section demonstrates how to run the PEPS Default Management report, *Dual Rate* (PEPSR312). This report presents data about those schools which are involved in the both the FFEL and FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by School name or OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report (PEPSI829)

Select Report

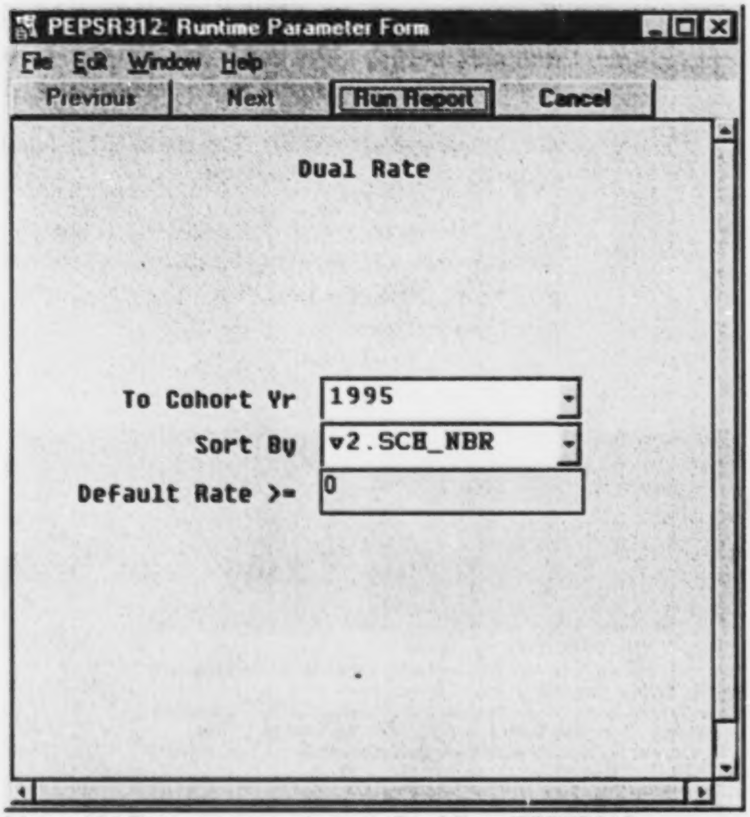
Grand Total By Pgm Len & Type	Preview	Print	To File
Pgm Len & Type Counts By State	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	Preview	Print	To File
Schools Subj To LS&T	Preview	Print	To File
HBCU / TCCC Schools	Preview	Print	To File
Dollars In Default/Dollars In Repayment	Preview	Print	To File
Foreign Schools	Preview	Print	To File
Direct Loan Rate	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	Preview	Print	To File
Dual Rate	Preview	Print	To File
Direct Loan Schools	Preview	Print	To File
Schools Subj To Extended Loss Of Eligibility	Preview	Print	To File

Enter value for select report. - list of values available
Count: *14

Figure 185 Select/run the report, *Dual Rate* (PEPSR312)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



To Cohort Yr: 1995

Sort By: v2.SCH_NBR

Default Rate >= 0

Figure 186 Enter report parameters *Dual Rate* (PEPSR312)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by School name or OPE ID.
- **Default Rate** – Schools whose default rate is below this value will not be selected.

Review the Output

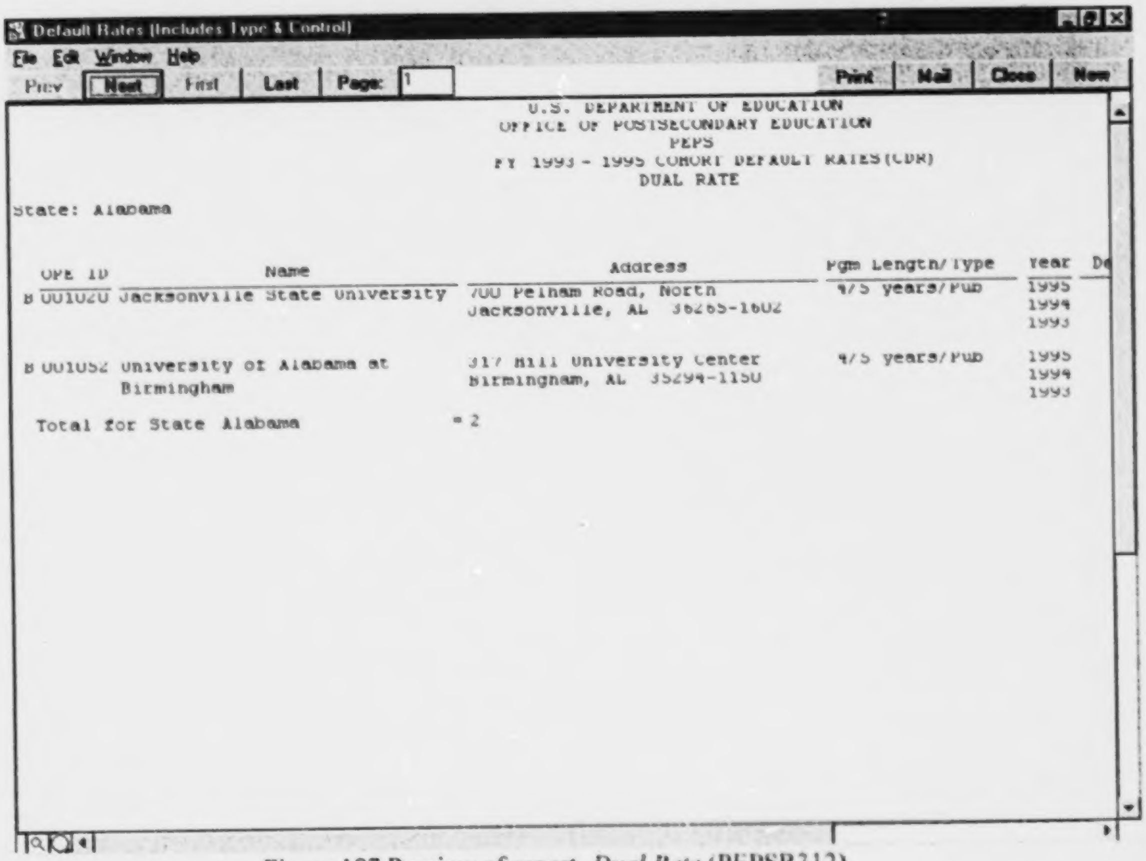
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

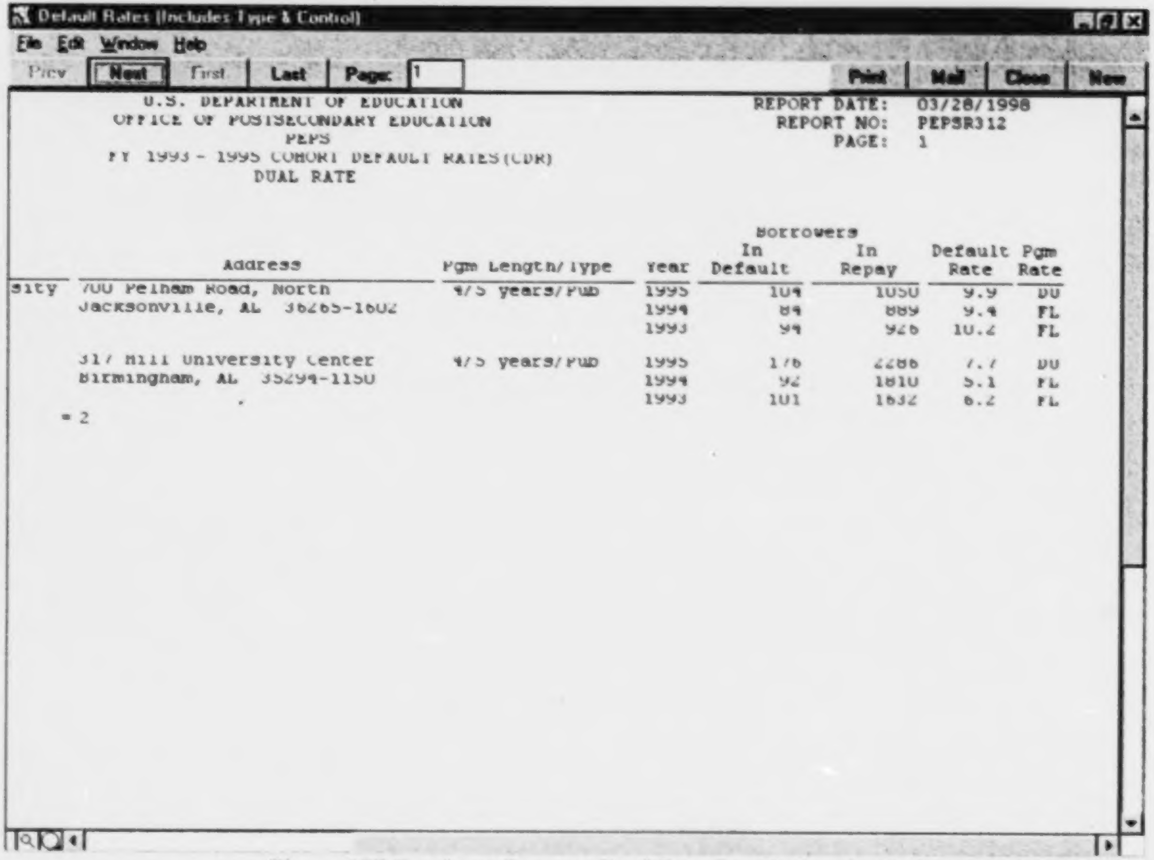
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:


Default Rates (Includes Type & Control)
File Edit Window Help
Prev Next First Last Page: 1
Print Mail Close New

```
                                          U.S. DEPARTMENT OF EDUCATION
                                       OFFICE OF POSTSECONDARY EDUCATION
                                                      PEPS
                                    FY 1993 - 1995 COHORT DEFAULT RATES(CDR)
                                                   DUAL RATE
State: Alabama

  OPE ID                Name                              Address                 Pgm Length/Type      Year   De
B 001020 Jacksonville State University    700 Pelham Road, North                   4/5 years/Pub       1995
                                           Jacksonville, AL  36265-1602                                1994
                                                                                                       1993

B 001052 University of Alabama at          317 Hill University Center               4/5 years/Pub       1995
         Birmingham                        Birmingham, AL  35294-1150                                  1994
                                                                                                       1993
  Total for State Alabama              = 2
```

Figure 187 Preview of report, *Dual Rate* (PEPSR312)


Default Rates (Includes Type & Control)
File Edit Window Help
Prev
Next
First
Last
Page: 1
Print
Mail
Close
New

```
          U.S. DEPARTMENT OF EDUCATION                          REPORT DATE:  03/28/1998
        OFFICE OF POSTSECONDARY EDUCATION                         REPORT NO:  PEPSR312
                        PEPS                                          PAGE:  1
       FY 1993 - 1995 COHORT DEFAULT RATES(CDR)
                     DUAL RATE


                                                                      Borrowers
                                                                   In          In    Default  Pgm
                 Address                  Pgm Length/Type   Year  Default     Repay    Rate   Rate
sity  700 Pelham Road, North               4/5 years/Pub    1995      104      1050     9.9    DU
      Jacksonville, AL  36265-1602                          1994       84       889     9.4    FL
                                                            1993       94       926    10.2    FL

      317 Hill University Center           4/5 years/Pub    1995      176      2286     7.7    DU
      Birmingham, AL  35294-1150                            1994       92      1810     5.1    FL
                                                            1993      101      1632     6.2    FL
   = 2
```

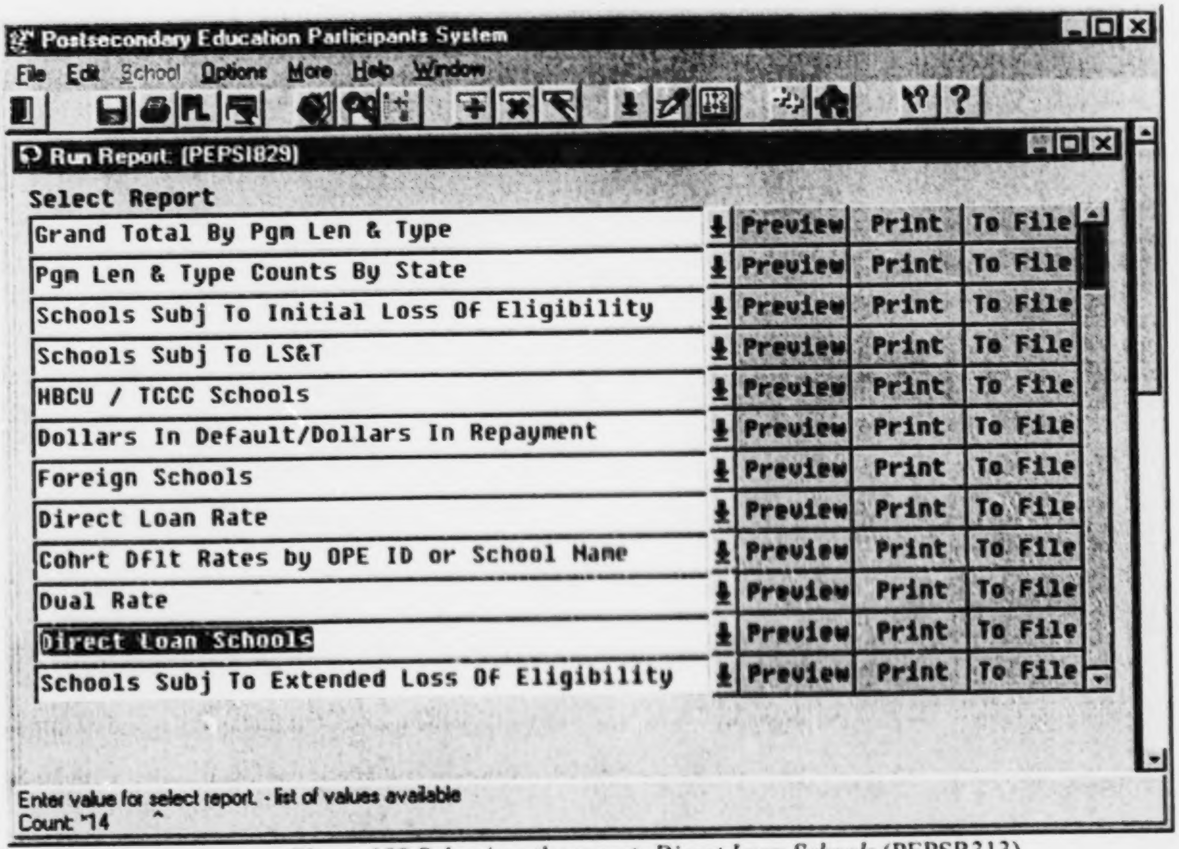
Figure 188 Preview of report, *Dual Rate Scrolled to the Right* (PEPSR312

8.13 Direct Loan Schools (PEPSR313)

This section demonstrates how to run the PEPS Default Management report, *Direct Loan Schools* (PEPSR313). This report presents data about those schools, which are involved in the FDSLP loan program. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by School name or OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.


Postsecondary Education Participants System
File Edit School Options More Help Window
Run Report: [PEPSI829]
Preview
Print
To File

Select Report

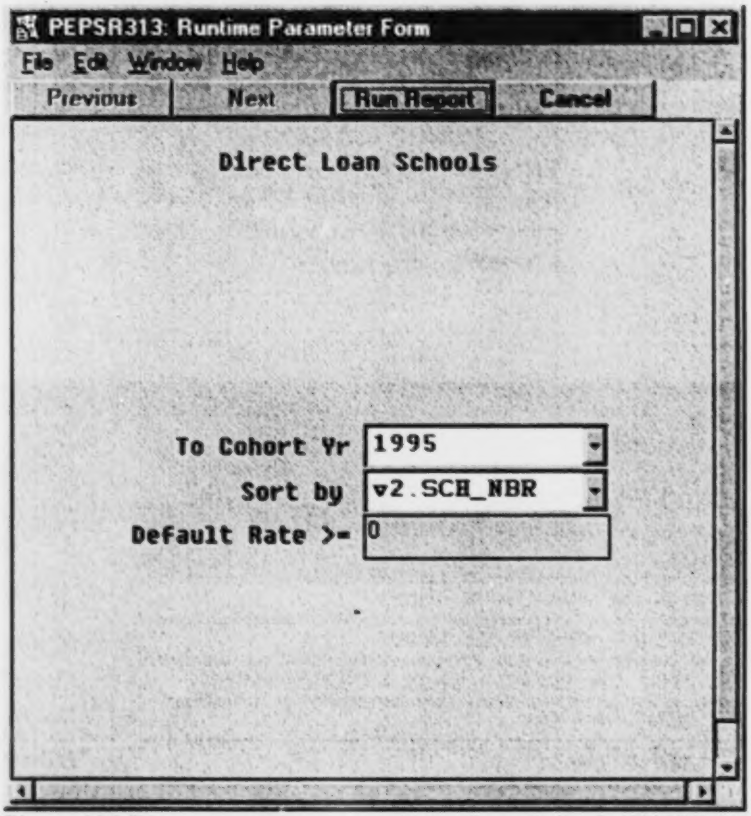
- Grand Total By Pgm Len & Type
- Pgm Len & Type Counts By State
- Schools Subj To Initial Loss Of Eligibility
- Schools Subj To LS&T
- HBCU / TCCC Schools
- Dollars In Default/Dollars In Repayment
- Foreign Schools
- Direct Loan Rate
- Cohrt Dflt Rates by OPE ID or School Name
- Dual Rate
- Direct Loan Schools
- Schools Subj To Extended Loss Of Eligibility

Enter value for select report. - list of values available
Count: *14

Figure 189 Select/run the report, *Direct Loan Schools* (PEPSR313)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Direct Loan Schools

To Cohort Yr: 1995

Sort by: v2.SCH_NBR

Default Rate >=: 0

Figure 190 Enter report parameters *Direct Loan Schools* (PEPSR313)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by School name or OPE ID.
- **Default Rate** – Schools whose default rate is below this value will not be selected.

Review the Output

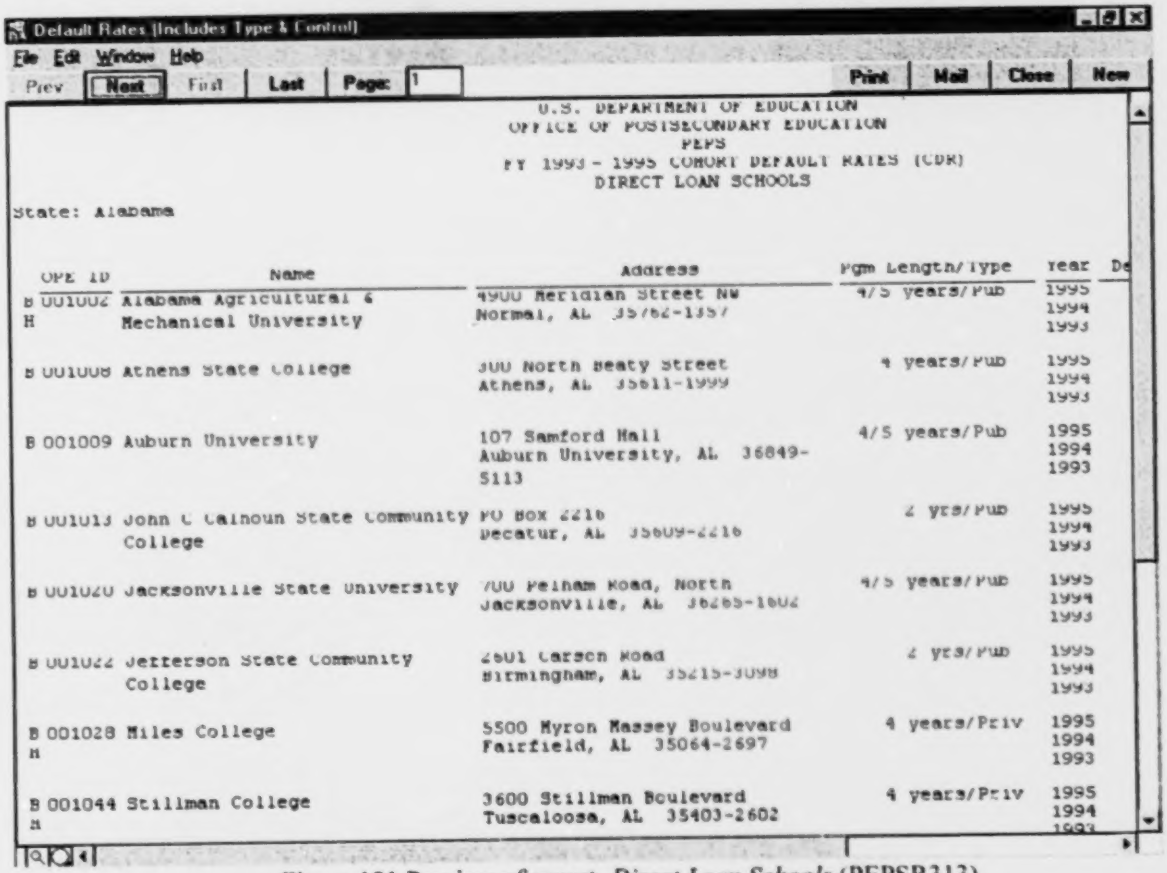
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

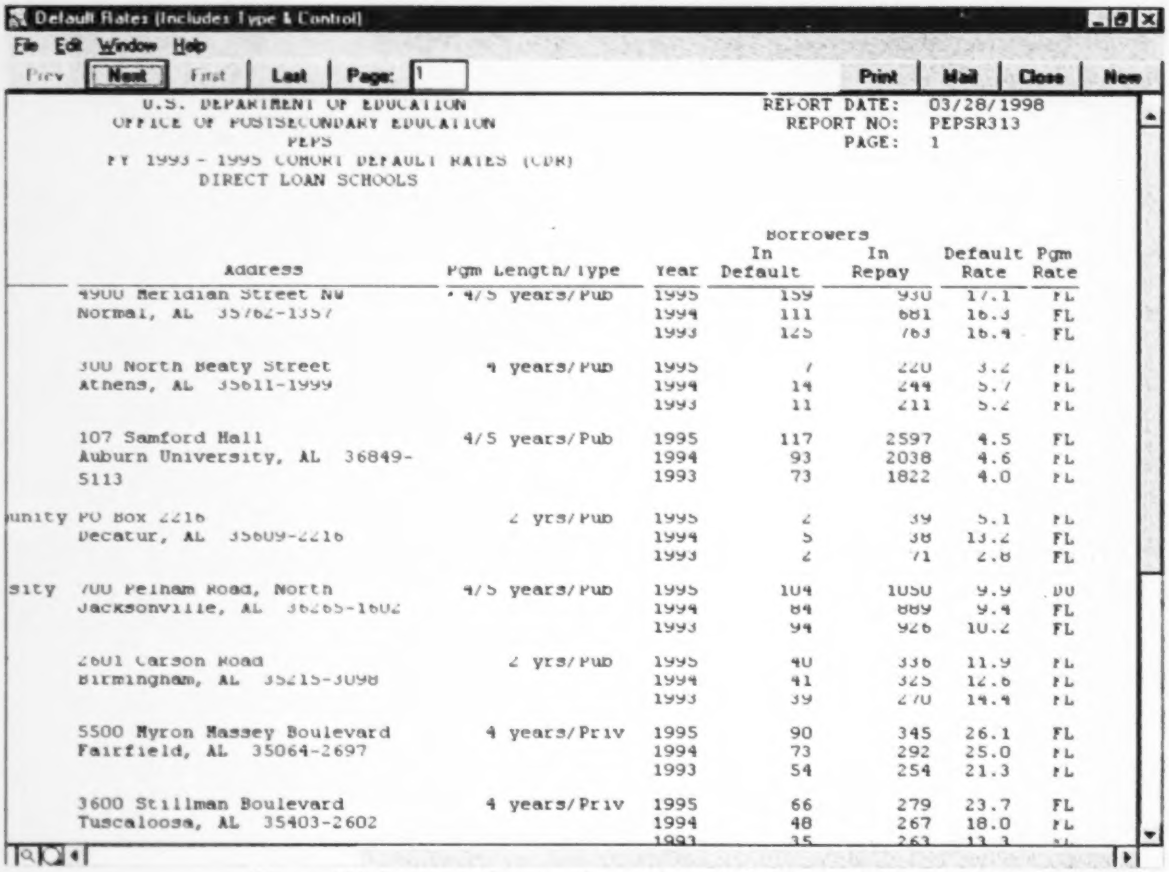
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                                   U.S. DEPARTMENT OF EDUCATION
                                OFFICE OF POSTSECONDARY EDUCATION
                                               PEPS
                             FY 1993 - 1995 COHORT DEFAULT RATES (CDR)
                                       DIRECT LOAN SCHOOLS
State: Alabama

  OPE ID                 Name                              Address                 Pgm Length/Type   Year  De
B 001002 Alabama Agricultural &           4900 Meridian Street NW                  4/5 years/Pub    1995
H        Mechanical University            Normal, AL  35762-1357                                    1994
                                                                                                    1993

B 001008 Athens State College             300 North Beaty Street                     4 years/Pub    1995
                                          Athens, AL  35611-1999                                    1994
                                                                                                    1993

B 001009 Auburn University                107 Samford Hall                         4/5 years/Pub    1995
                                          Auburn University, AL  36849-                             1994
                                          5113                                                      1993

B 001013 John C Calhoun State Community   PO Box 2216                                2 yrs/Pub      1995
         College                          Decatur, AL  35609-2216                                   1994
                                                                                                    1993

B 001020 Jacksonville State University    700 Pelham Road, North                   4/5 years/Pub    1995
                                          Jacksonville, AL  36265-1602                              1994
                                                                                                    1993

B 001022 Jefferson State Community        2601 Carson Road                           2 yrs/Pub      1995
         College                          Birmingham, AL  35215-3098                                1994
                                                                                                    1993

B 001028 Miles College                    5500 Myron Massey Boulevard                4 years/Priv   1995
H                                         Fairfield, AL  35064-2697                                 1994
                                                                                                    1993

B 001044 Stillman College                 3600 Stillman Boulevard                    4 years/Priv   1995
H                                         Tuscaloosa, AL  35403-2602                                1994
```

Figure 191 Preview of report, *Direct Loan Schools* (PEPSR313)



```
       U.S. DEPARTMENT OF EDUCATION                           REPORT DATE:   03/28/1998
    OFFICE OF POSTSECONDARY EDUCATION                          REPORT NO:    PEPSR313
                   PEPS                                             PAGE:    1
   FY 1993 - 1995 COHORT DEFAULT RATES (CDR)
           DIRECT LOAN SCHOOLS


                                                                        Borrowers
                                                                  In           In     Default  Pgm
                Address                    Pgm Length/Type   Year  Default      Repay     Rate  Rate
      4900 Meridian Street NW            • 4/5 years/Pub     1995      159        930     17.1   FL
      Normal, AL  35762-1357                                 1994      111        681     16.3   FL
                                                             1993      125        763     16.4   FL

      300 North Beaty Street                 4 years/Pub     1995        7        220      3.2   FL
      Athens, AL  35611-1999                                 1994       14        244      5.7   FL
                                                             1993       11        211      5.2   FL

      107 Samford Hall                     4/5 years/Pub     1995      117       2597      4.5   FL
      Auburn University, AL  36849-                          1994       93       2038      4.6   FL
      5113                                                   1993       73       1822      4.0   FL

unity PO Box 2216                            2 yrs/Pub       1995        2         39      5.1   FL
      Decatur, AL  35609-2216                                1994        5         38     13.2   FL
                                                             1993        2         71      2.8   FL

sity  700 Pelham Road, North               4/5 years/Pub     1995      104       1050      9.9   DU
      Jacksonville, AL  36265-1602                           1994       84        889      9.4   FL
                                                             1993       94        926     10.2   FL

      2601 Carson Road                       2 yrs/Pub       1995       40        336     11.9   FL
      Birmingham, AL  35215-3098                             1994       41        325     12.6   FL
                                                             1993       39        270     14.4   FL

      5500 Myron Massey Boulevard          4 years/Priv      1995       90        345     26.1   FL
      Fairfield, AL  35064-2697                              1994       73        292     25.0   FL
                                                             1993       54        254     21.3   FL

      3600 Stillman Boulevard              4 years/Priv      1995       66        279     23.7   FL
      Tuscaloosa, AL  35403-2602                             1994       48        267     18.0   FL
                                                             1993       35        263     13.3
```

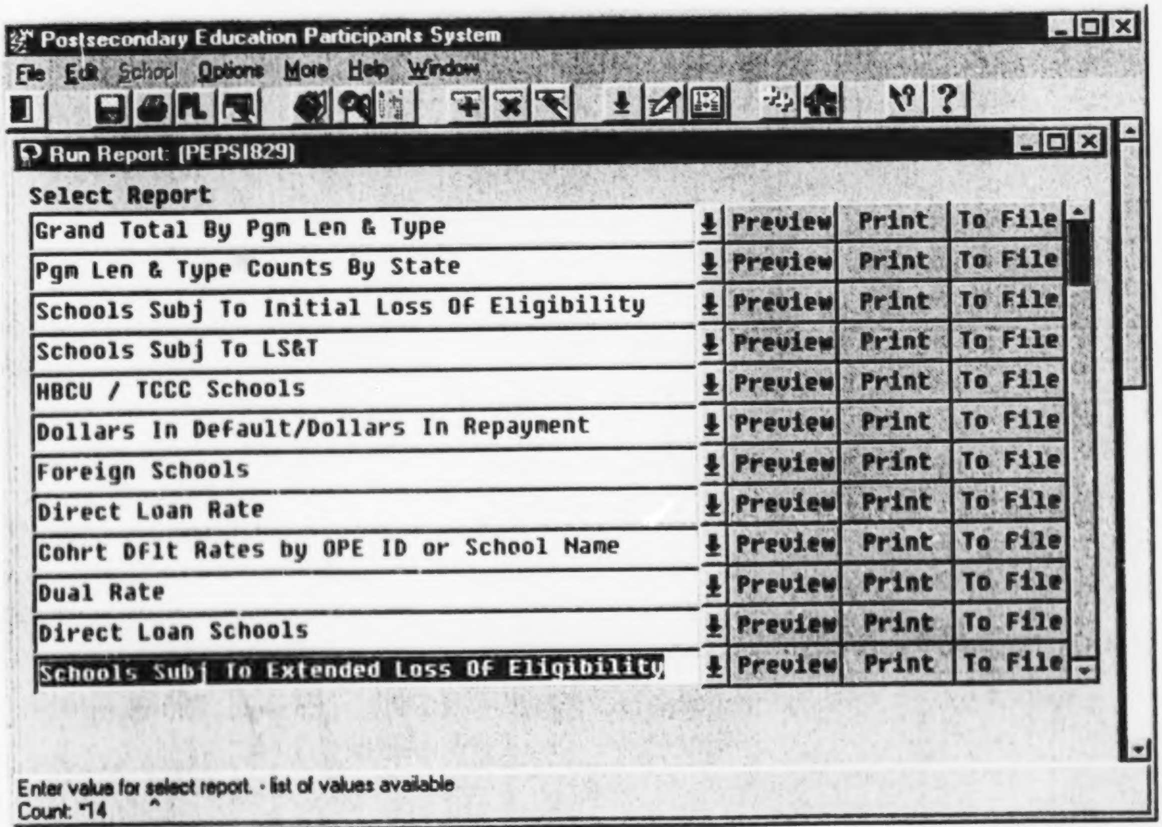
Figure 192 Preview of report, *Direct Loan Schools Scrolled to the Right* (PEPSR313)

8.14 Schools Subject to Extended Loss of Eligibility (PEPSR314)

This section demonstrates how to run the PEPS Default Management report, *Schools Subject to Extended Loss of Eligibility* (PEPSR311). This report presents data about those schools, which have received Default Cohort Year "Actions" indicating that they are subject to Extended Loss of Eligibility from participation in the FFEL and/or FDSLP loan programs. Data gathered for this report will cover a span of three cohort years, including the current year. Data will be grouped by School name or OPE ID. In order to be counted in this report, a school must have a current cohort-year default rate.

Select the Report

To run this report, access the proper report row on the "Run Report" window. Then select the type of output desired (***preview*** to the window, ***print*** to paper printer, or print ***to (a) file*** on the local PC). The figure below illustrates the correct report row to select for this report.



Select Report

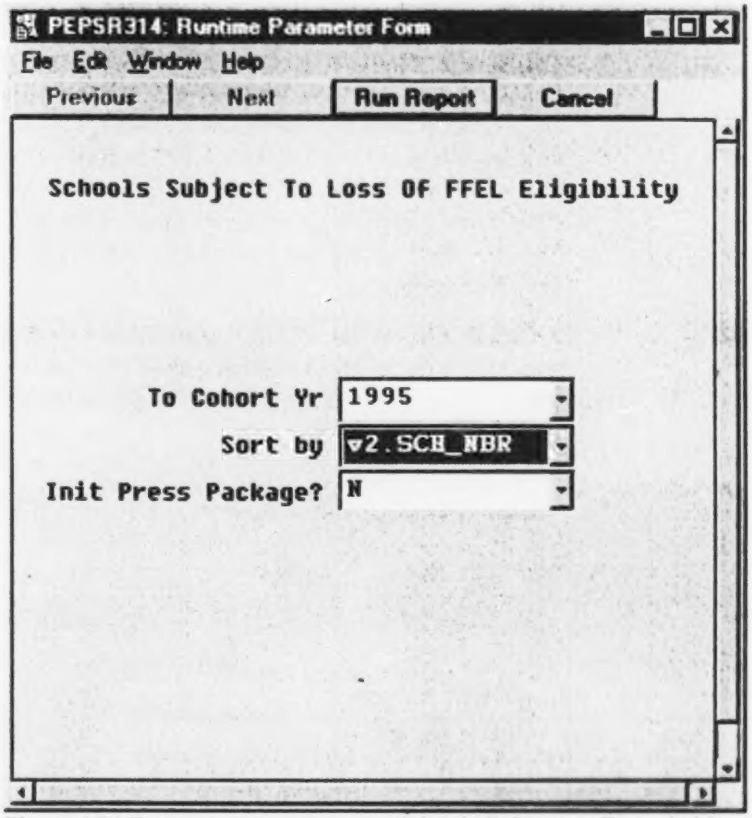
Grand Total By Pgm Len & Type	↓	Preview	Print	To File
Pgm Len & Type Counts By State	↓	Preview	Print	To File
Schools Subj To Initial Loss Of Eligibility	↓	Preview	Print	To File
Schools Subj To LS&T	↓	Preview	Print	To File
HBCU / TCCC Schools	↓	Preview	Print	To File
Dollars In Default/Dollars In Repayment	↓	Preview	Print	To File
Foreign Schools	↓	Preview	Print	To File
Direct Loan Rate	↓	Preview	Print	To File
Cohrt Dflt Rates by OPE ID or School Name	↓	Preview	Print	To File
Dual Rate	↓	Preview	Print	To File
Direct Loan Schools	↓	Preview	Print	To File
Schools Subj To Extended Loss Of Eligibility	↓	Preview	Print	To File

Enter value for select report. - list of values available
Count: *14

Figure 193 Select/run the report, *Schools Subject to Extended Loss of Eligibility* (PEPSR314)

Enter Report Parameters

Enter the report parameters on the parameters window which appears after the user has pressed a button to create output (***Preview***, ***Print*** or ***To File***). The parameter screen will appear with default values. The user may accept these values or enter new ones if desired. See the figure below:



Schools Subject To Loss Of FFEL Eligibility

To Cohort Yr: 1995
Sort by: ▿2.SCH_NBR
Init Press Package?: N

Figure 194 Enter report parameters *Schools Subject to Extended Loss of Eligibility* (PEPSR314)

The parameters the user must enter include the following:

- **To Cohort Yr** – This is value that the report will interpret as the current cohort year. Reporting will include data for this year and the two prior years.
- **Sort By** – This value will allow the user to sort by School name or OPE ID.
- **Initial Press Package** – This value, when set to 'Y', will produce the "Initial Press Package" version of this report

Review the Output

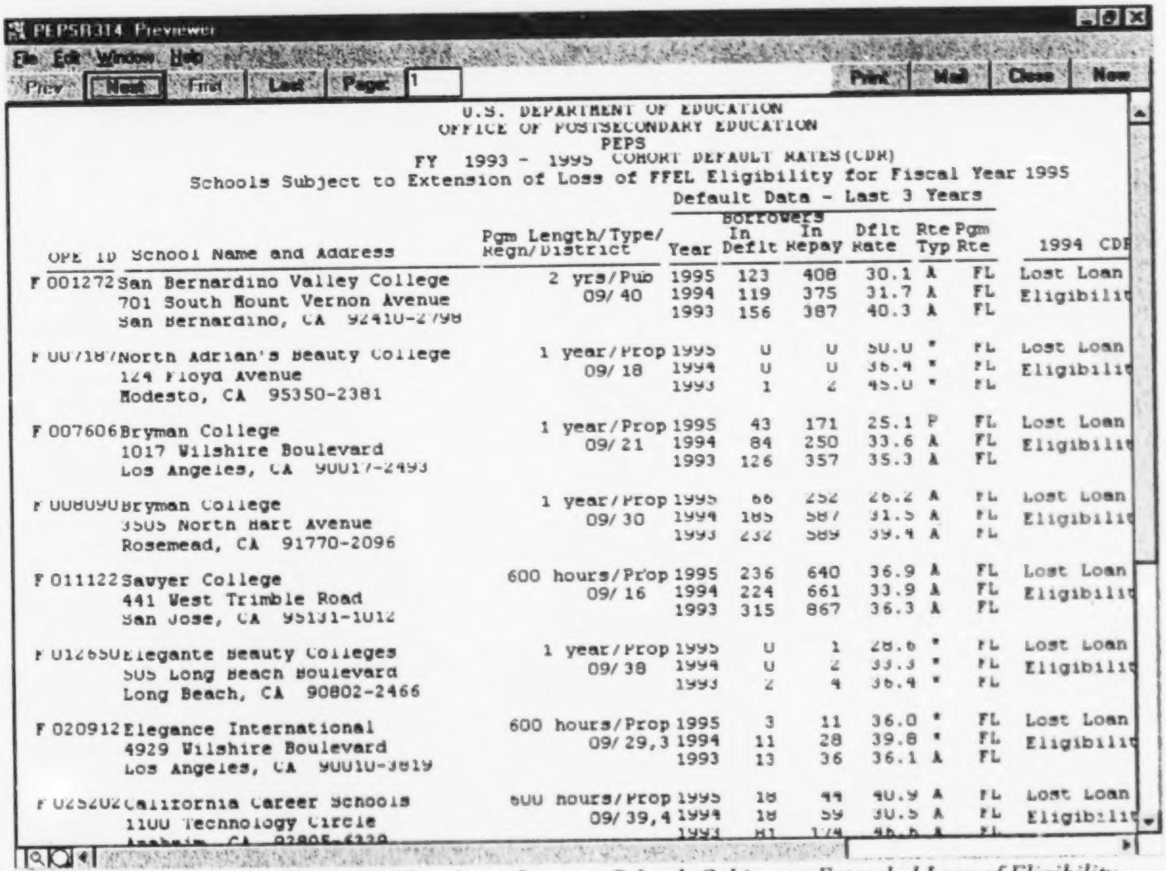
If the user chose to preview the output, the Preview function will allow the user to page, back and forth, through the report to first analyze it. If desired, the report can be sent to the printer at any time.

Warning!!!! Reports Directed to Files may lose their format when viewed using an editor.

If the output was directed to a file, the user can analyze the output on the local PC via any available editor (e.g., WordPad, NotePad, Word, or Excel). The reports are formatted specifically for a printer, and therefore, may lose their format when viewed from a file using an editor.

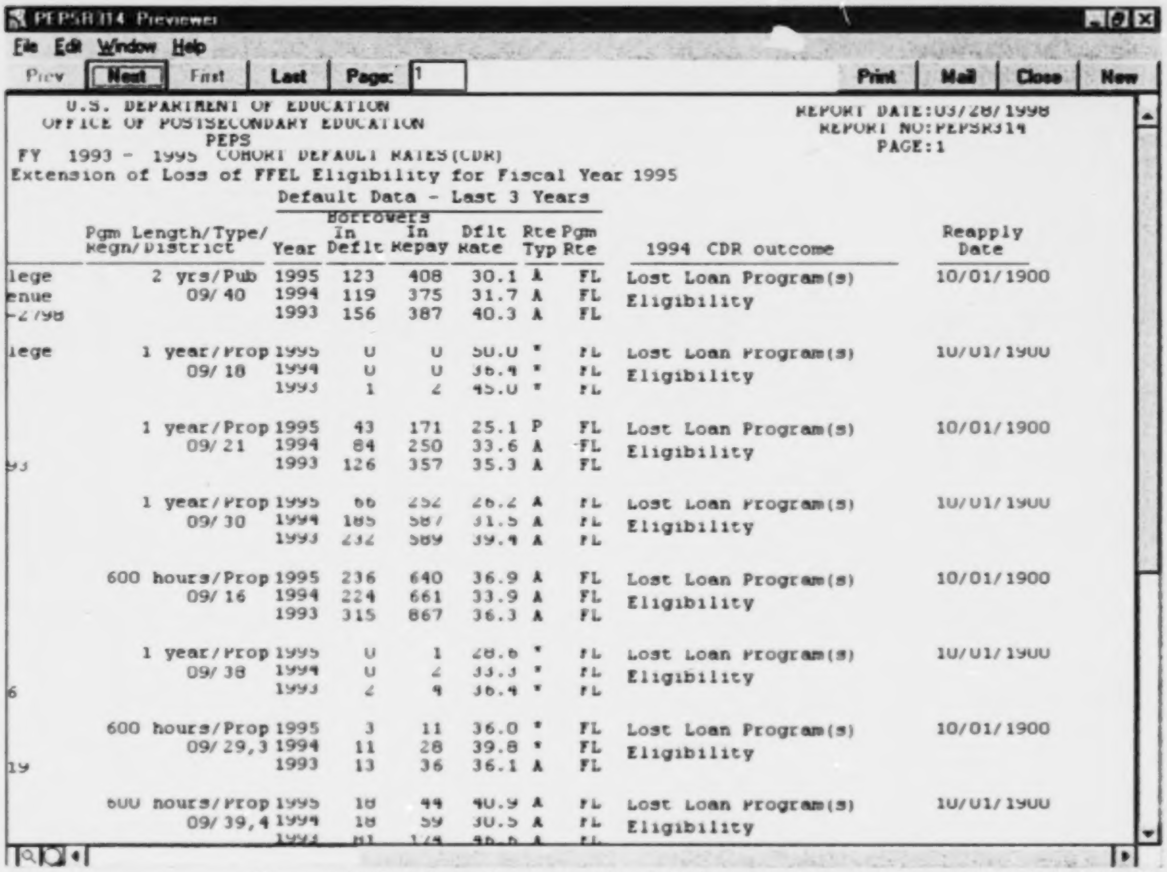
If the output was directed to the printer, the user may need to define the printer type and address of the printer to which the output will be directed.

The following figures come from a preview of one page of output from this report:



```
                          U.S. DEPARTMENT OF EDUCATION
                        OFFICE OF POSTSECONDARY EDUCATION
                                      PEPS
                    FY  1993 - 1995 COHORT DEFAULT RATES(CDR)
       Schools Subject to Extension of Loss of FFEL Eligibility for Fiscal Year 1995
                                              Default Data - Last 3 Years
                                                    Borrowers
                                   Pgm Length/Type/       In     In   Dflt  Rte Pgm
  OPE ID School Name and Address   Regn/District    Year Deflt Repay Rate  Typ Rte     1994 CDR
F 001272San Bernardino Valley College     2 yrs/Pub 1995  123   408  30.1  A   FL   Lost Loan
        701 South Mount Vernon Avenue      09/ 40   1994  119   375  31.7  A   FL   Eligibilit
        San Bernardino, CA  92410-2798              1993  156   387  40.3  A   FL

F 007187North Adrian's Beauty College    1 year/Prop 1995    0     0  50.0  *   FL   Lost Loan
        124 Floyd Avenue                   09/ 18   1994    0     0  36.4  *   FL   Eligibilit
        Modesto, CA  95350-2381                     1993    1     2  45.0  *   FL

F 007606Bryman College                   1 year/Prop 1995   43   171  25.1  P   FL   Lost Loan
        1017 Wilshire Boulevard            09/ 21   1994   84   250  33.6  A   FL   Eligibilit
        Los Angeles, CA  90017-2493                 1993  126   357  35.3  A   FL

F 008090Bryman College                   1 year/Prop 1995   66   252  26.2  A   FL   Lost Loan
        3505 North Hart Avenue             09/ 30   1994  185   587  31.5  A   FL   Eligibilit
        Rosemead, CA  91770-2096                    1993  232   589  39.4  A   FL

F 011122Sawyer College                 600 hours/Prop 1995  236   640  36.9  A   FL   Lost Loan
        441 West Trimble Road              09/ 16   1994  224   661  33.9  A   FL   Eligibilit
        San Jose, CA  95131-1012                    1993  315   867  36.3  A   FL

F 012650Elegante Beauty Colleges         1 year/Prop 1995    0     1  28.6  *   FL   Lost Loan
        505 Long Beach Boulevard           09/ 38   1994    0     2  33.3  *   FL   Eligibilit
        Long Beach, CA  90802-2466                  1993    2     4  36.4  *   FL

F 020912Elegance International         600 hours/Prop 1995    3    11  36.0  *   FL   Lost Loan
        4929 Wilshire Boulevard          09/ 29,3 1994   11    28  39.8  *   FL   Eligibilit
        Los Angeles, CA  90010-3819                 1993   13    36  36.1  A   FL

F 025202California Career Schools      600 hours/Prop 1995   18    44  40.9  A   FL   Lost Loan
        1100 Technology Circle           09/ 39,4 1994   18    59  30.5  A   FL   Eligibilit
```

Figure 195 Preview of report, *Schools Subject to Extended Loss of Eligibility* (PEPSR314)



```
   U.S. DEPARTMENT OF EDUCATION                                          REPORT DATE:03/28/1998
 OFFICE OF POSTSECONDARY EDUCATION                                        REPORT NO:PEPSR314
                PEPS                                                          PAGE:1
FY  1993 -  1995  COHORT DEFAULT RATES(CDR)
Extension of Loss of FFEL Eligibility for Fiscal Year 1995
                         Default Data - Last 3 Years
                              Borrowers
        Pgm Length/Type/        In     In    Dflt  Rte Pgm                                 Reapply
        Regn/District    Year Deflt Repay  Rate  Typ Rte    1994 CDR outcome               Date
lege         2 yrs/Pub   1995  123   408   30.1  A   FL    Lost Loan Program(s)         10/01/1900
enue           09/ 40    1994  119   375   31.7  A   FL    Eligibility
-2/98                    1993  156   387   40.3  A   FL

lege       1 year/Prop   1995    0     0   50.0  *   FL    Lost Loan Program(s)         10/01/1900
               09/ 18    1994    0     0   36.4  *   FL    Eligibility
                         1993    1     2   45.0  *   FL

           1 year/Prop   1995   43   171   25.1  P   FL    Lost Loan Program(s)         10/01/1900
               09/ 21    1994   84   250   33.6  A  -FL    Eligibility
93                       1993  126   357   35.3  A   FL

           1 year/Prop   1995   66   252   26.2  A   FL    Lost Loan Program(s)         10/01/1900
               09/ 30    1994  185   587   31.5  A   FL    Eligibility
                         1993  232   589   39.4  A   FL

        600 hours/Prop   1995  236   640   36.9  A   FL    Lost Loan Program(s)         10/01/1900
               09/ 16    1994  224   661   33.9  A   FL    Eligibility
                         1993  315   867   36.3  A   FL

           1 year/Prop   1995    0     1   28.6  *   FL    Lost Loan Program(s)         10/01/1900
               09/ 38    1994    0     2   33.3  *   FL    Eligibility
6                        1993    2     9   36.4  *   FL

        600 hours/Prop   1995    3    11   36.0  *   FL    Lost Loan Program(s)         10/01/1900
             09/ 29,3    1994   11    28   39.8  *   FL    Eligibility
19                       1993   13    36   36.1  A   FL

        600 hours/Prop   1995   18    44   40.9  A   FL    Lost Loan Program(s)         10/01/1900
             09/ 39,4    1994   18    59   30.5  A   FL    Eligibility
```

Figure 196 Preview of report, *Schools Subject to Extended Loss of Eligibility Scrolled to the Right* (PEPSR314)

9 User Reference Table Maintenance

The purpose of this section is to demonstrate the online functions available to the Default Management Staff to maintain User Table data. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu. Certain users will have access to the query only version of these forms, but never the update versions. This is consistent with standard PEPS security.

Menu Access Path

The following window displays the path to the PEPS Default Management / Maintain / Tables / User Tables functions.

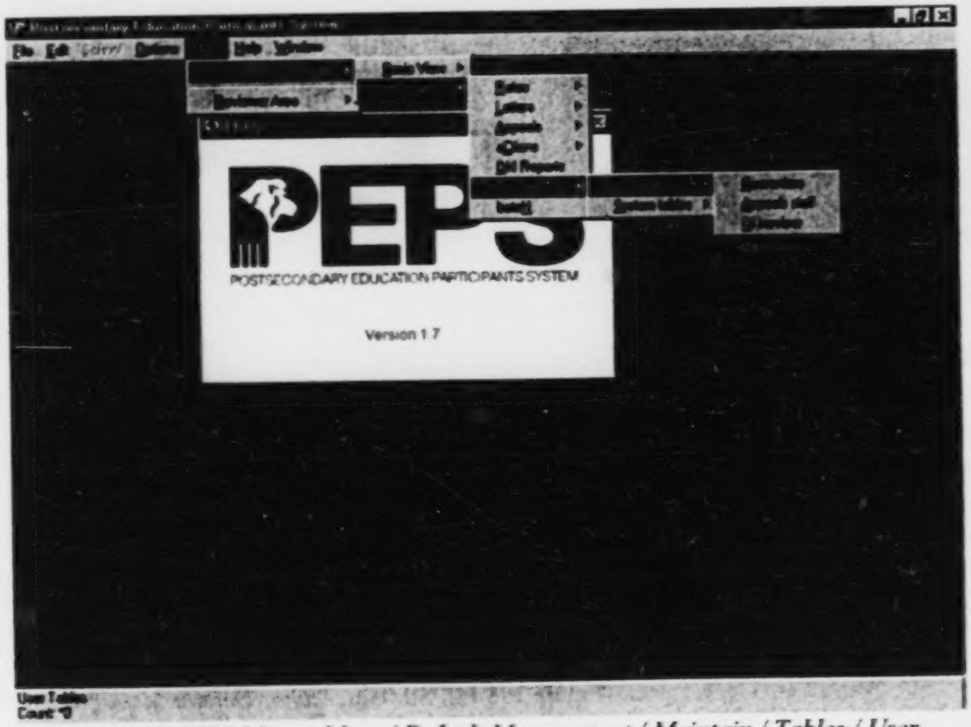

File
Edit
Options
Help
Window
DM Reports
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1 7
User Tables

Figure 197 PEPS Menu: *More / Default Management / Maintain / Tables / User Tables (PEPSMAIN)*

9.1 Maintain Guarantors Table (PEPSD950, PEPSI950)

The purpose of this screen is to query and maintain data associated with the Guarantee Agencies with which the U.S. Department of Education deals in guaranteeing student loans. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Guarantee Agencies in the table.

Accessing the Maintain Guarantor Table Screen

- Select *More / Default Management / Maintain / Tables / User Tables / Guarantors* from the PEPS menu. The figure below displays the PEPS menu path.

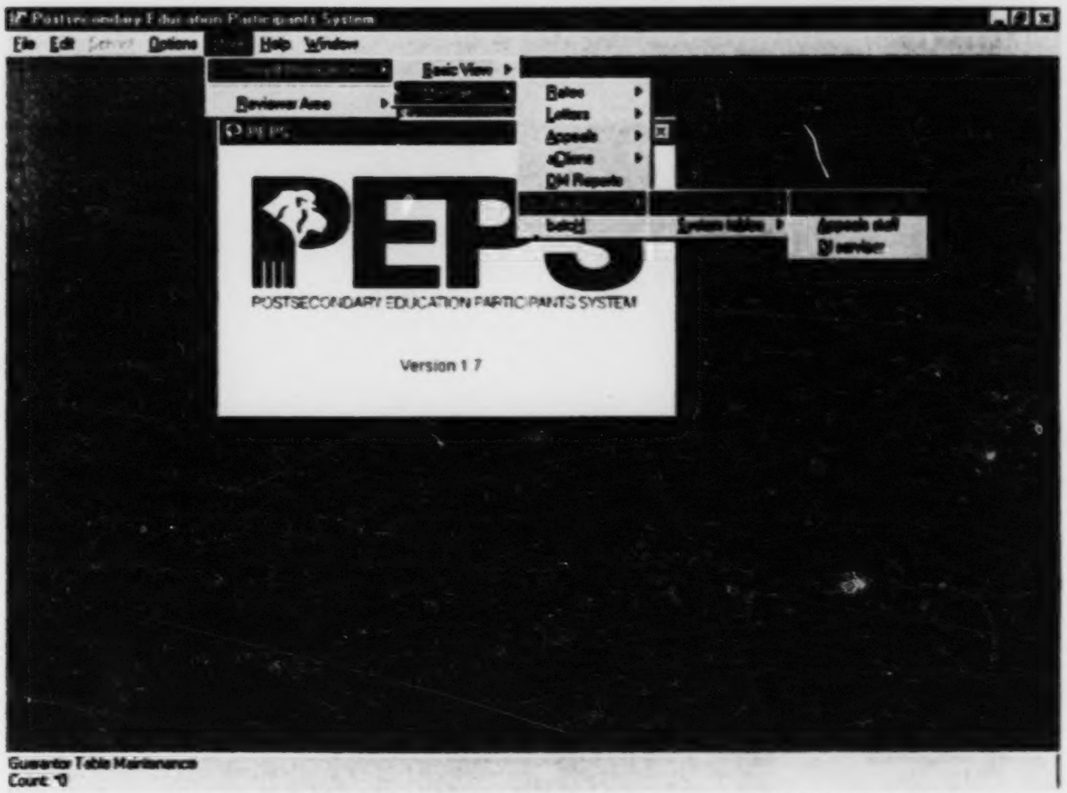
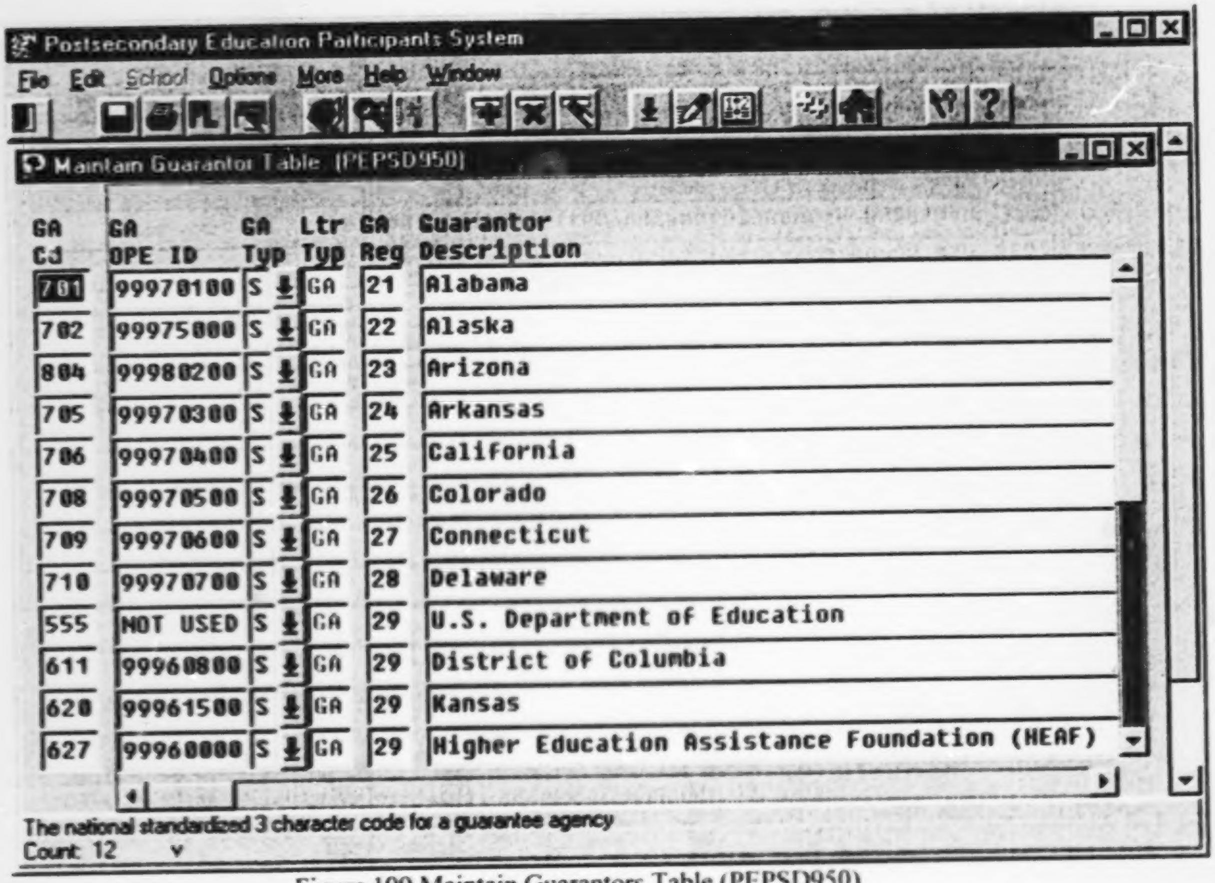

Postsecondary Education Participants System
File
Edit
Options
Help
Window
Basic View
Reviewer Area
Rates
Letters
Appeals
eClaims
DM Reports
batch
System tables
Appeals staff
DJ servicer
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Guarantor Table Maintenance
Count: *0

Figure 198 PEPS Menu: *More / Default Management / Maintain / Tables / User Tables / Guarantors (PEPSMAIN)*

The *Maintain Guarantor Table* window appears as displayed below.


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd	GA OPE ID	GA Typ	Ltr Typ	GA Reg	Guarantor Description
701	99970100	S	GA	21	Alabama
702	99975000	S	GA	22	Alaska
804	99980200	S	GA	23	Arizona
705	99970300	S	GA	24	Arkansas
706	99970400	S	GA	25	California
708	99970500	S	GA	26	Colorado
709	99970600	S	GA	27	Connecticut
710	99970700	S	GA	28	Delaware
555	NOT USED	S	GA	29	U.S. Department of Education
611	99960800	S	GA	29	District of Columbia
620	99961500	S	GA	29	Kansas
627	99960000	S	GA	29	Higher Education Assistance Foundation (HEAF)

The national standardized 3 character code for a guarantee agency

Count: 12

Figure 199 Maintain Guarantors Table (PEPSD950)

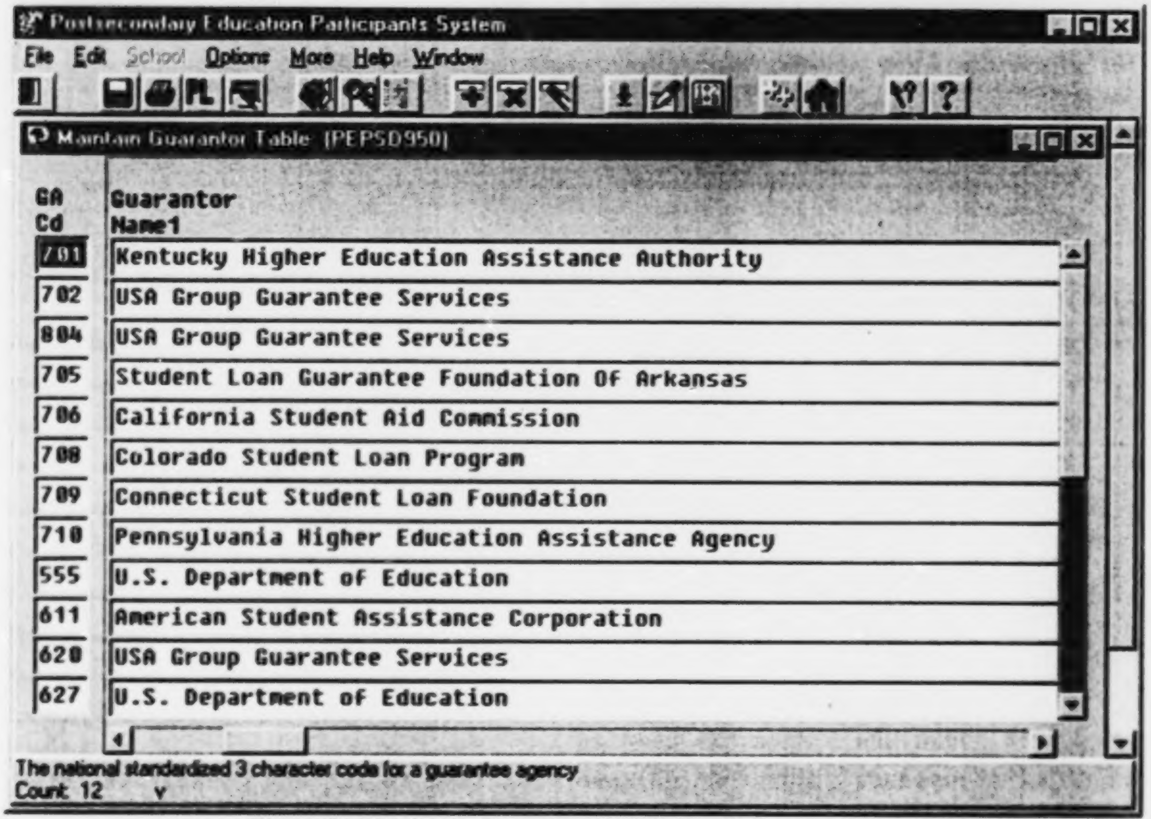
Layout and Organization of Information on this Screen

- Notice that one row exists for each Guarantor in the Table.
- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of Guarantors.

Viewing the Data

- It is possible to locate one Guarantor by entering a GA ID as the selection criteria in the form and execute the query by pressing the Find button (the magnifying glass).
- It is also possible to quickly retrieve all the Guarantors listed in the table by merely executing the Query with no criteria specified.

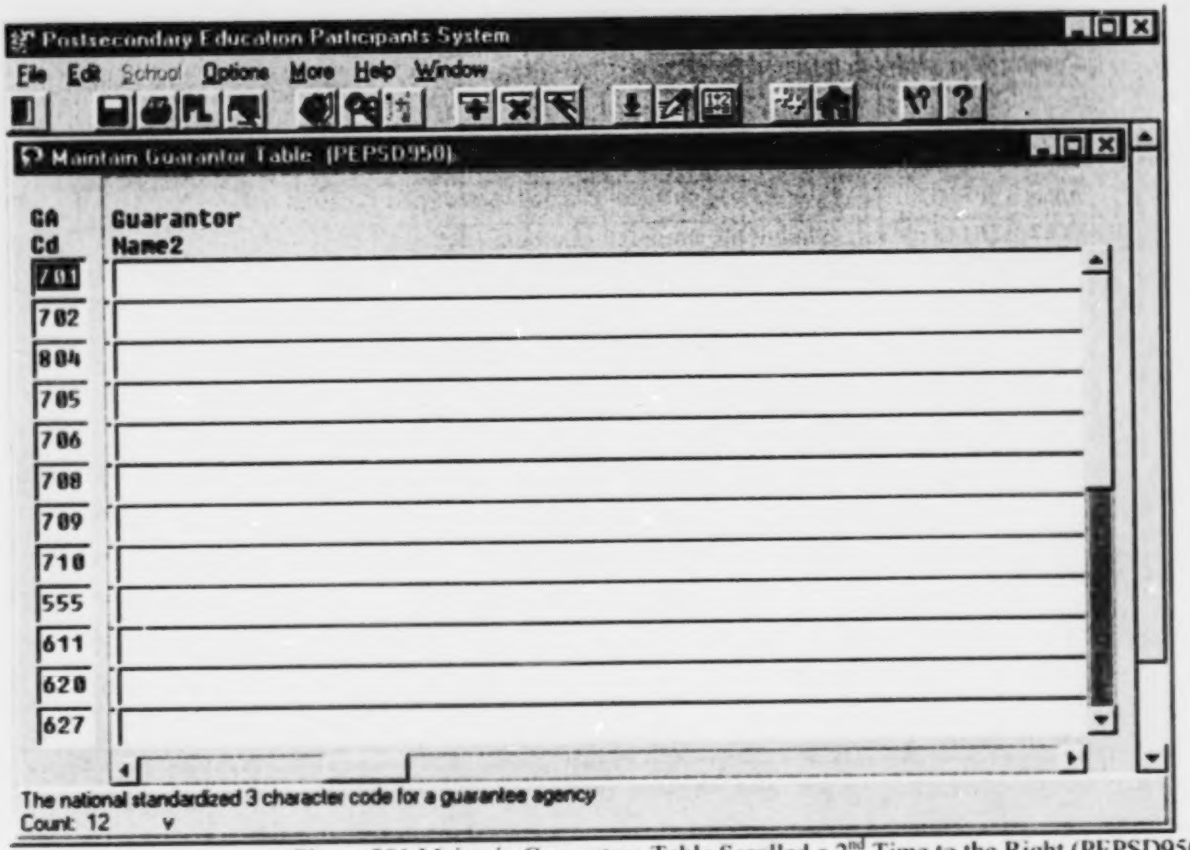
Scroll to the right to view all of the columns on the form. Refer to the figures that follow:


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Guarantor Name1
701	Kentucky Higher Education Assistance Authority
702	USA Group Guarantee Services
804	USA Group Guarantee Services
705	Student Loan Guarantee Foundation Of Arkansas
706	California Student Aid Commission
708	Colorado Student Loan Program
709	Connecticut Student Loan Foundation
710	Pennsylvania Higher Education Assistance Agency
555	U.S. Department of Education
611	American Student Assistance Corporation
620	USA Group Guarantee Services
627	U.S. Department of Education

The national standardized 3 character code for a guarantee agency
Count: 12

Figure 200 Maintain Guarantors Table Scrolled to the Right (PEPSD950)


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window

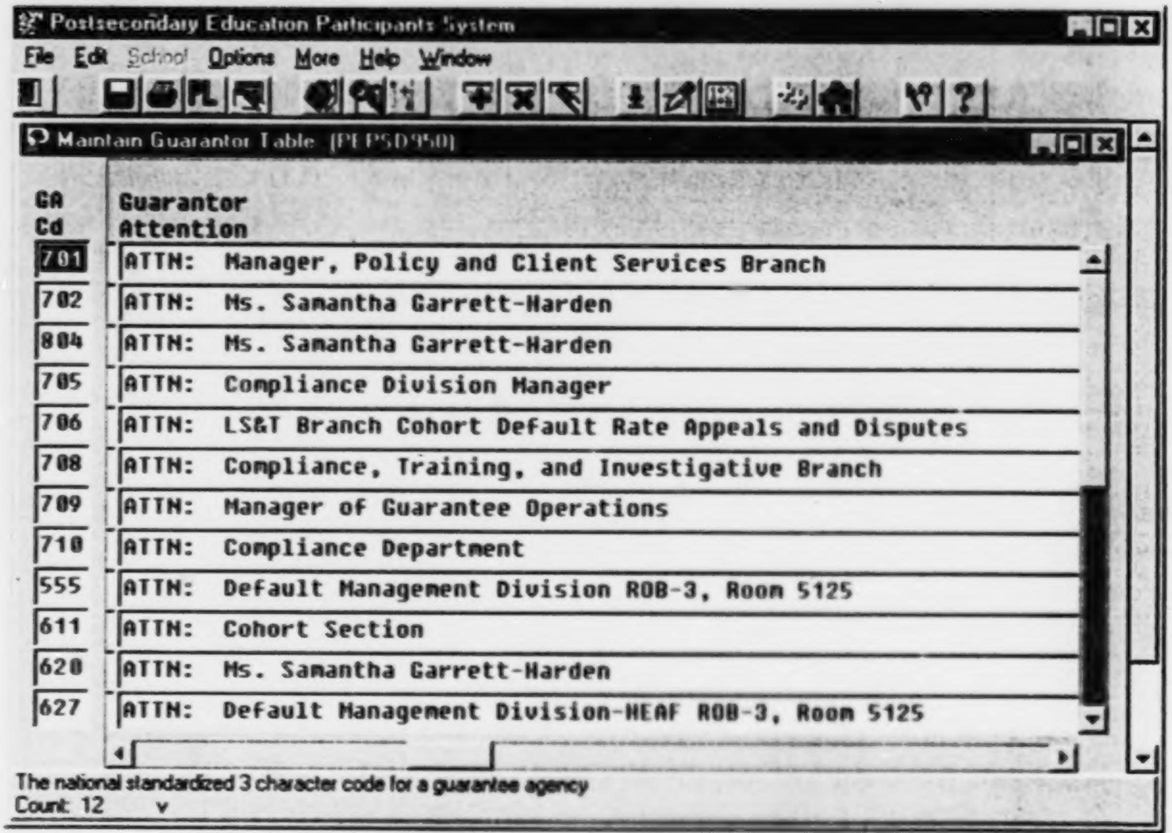
Maintain Guarantor Table (PEPSD950)

GA Cd	Guarantor Name2
701	
702	
804	
705	
706	
708	
709	
710	
555	
611	
620	
627	

The national standardized 3 character code for a guarantee agency

Count: 12

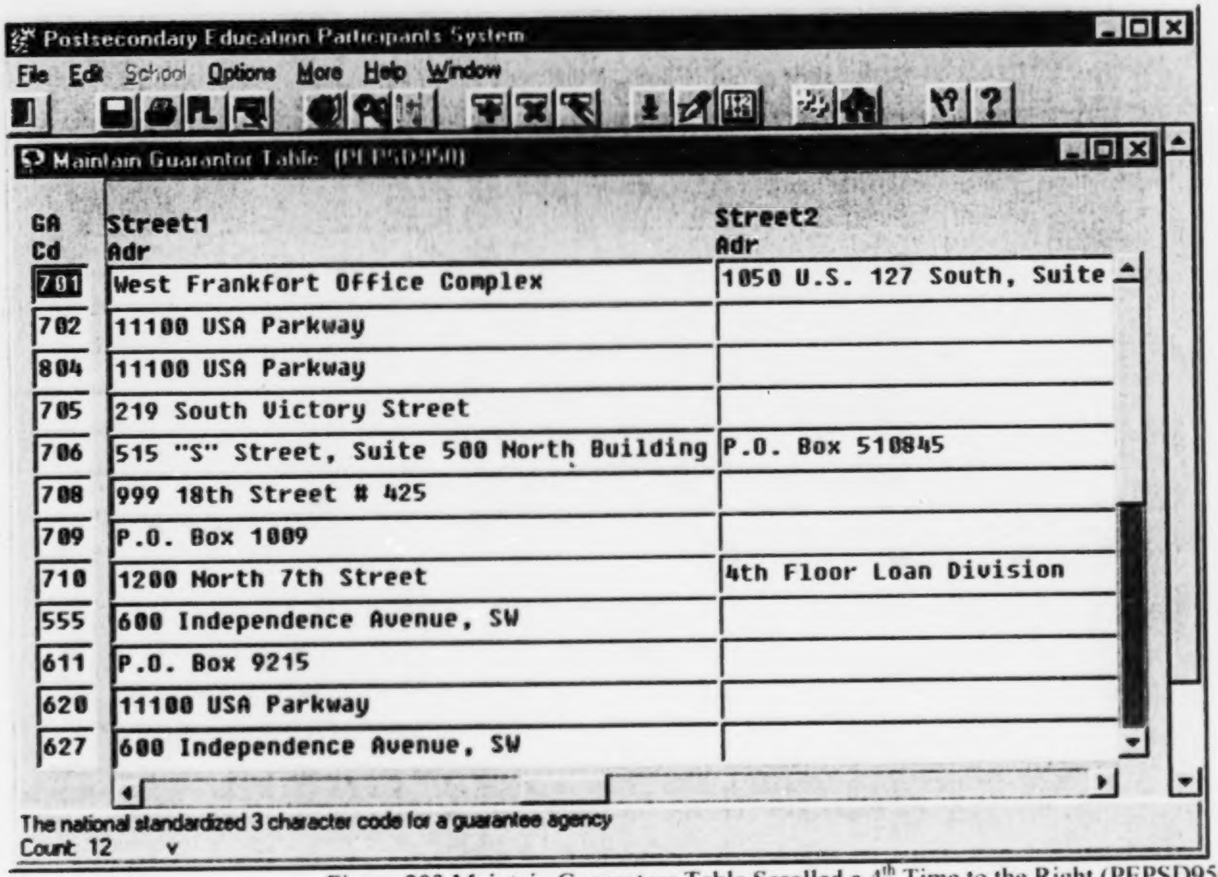
Figure 201 Maintain Guarantors Table Scrolled a 2nd Time to the Right (PEPSD950)


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Guarantor Attention
701	ATTN: Manager, Policy and Client Services Branch
702	ATTN: Ms. Samantha Garrett-Harden
804	ATTN: Ms. Samantha Garrett-Harden
705	ATTN: Compliance Division Manager
706	ATTN: LS&T Branch Cohort Default Rate Appeals and Disputes
708	ATTN: Compliance, Training, and Investigative Branch
709	ATTN: Manager of Guarantee Operations
710	ATTN: Compliance Department
555	ATTN: Default Management Division ROB-3, Room 5125
611	ATTN: Cohort Section
620	ATTN: Ms. Samantha Garrett-Harden
627	ATTN: Default Management Division-HEAF ROB-3, Room 5125

The national standardized 3 character code for a guarantee agency
Count: 12 v

Figure 202 Maintain Guarantors Table Scrolled a 3rd Time to the Right (PEPSD950)

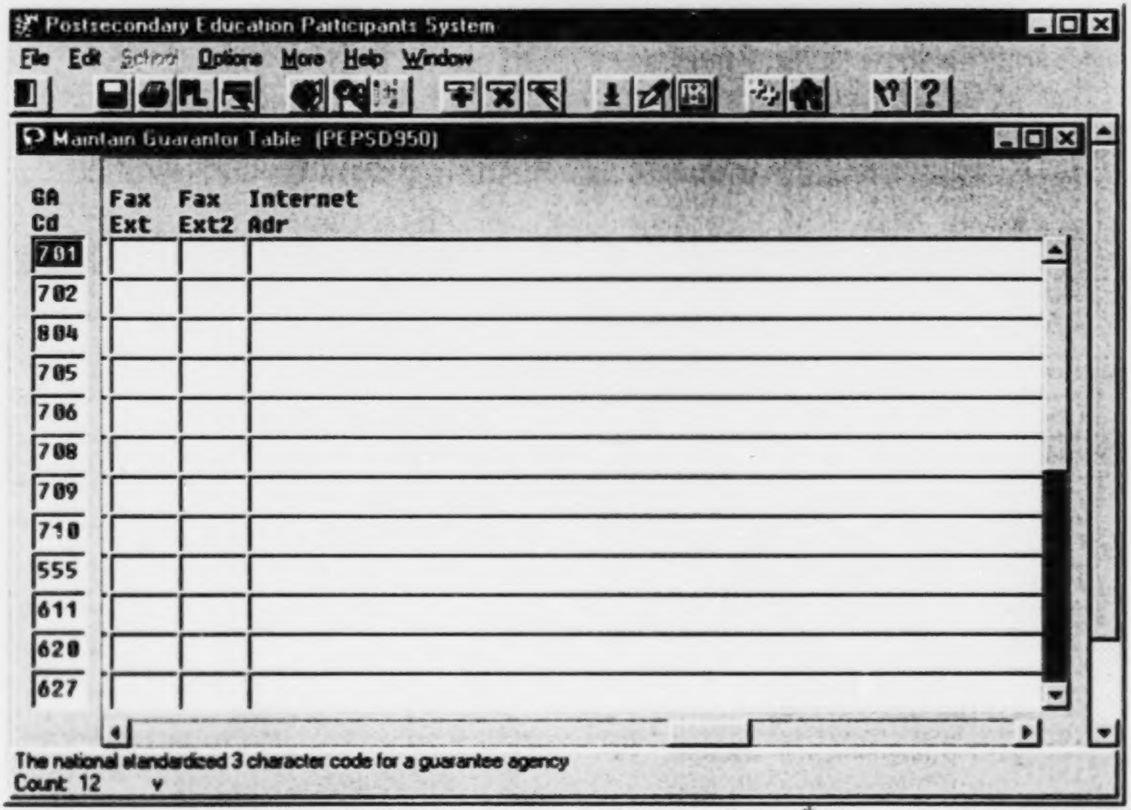

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Street1 Adr	Street2 Adr
701	West Frankfort Office Complex	1050 U.S. 127 South, Suite
702	11100 USA Parkway	
804	11100 USA Parkway	
705	219 South Victory Street	
706	515 "S" Street, Suite 500 North Building	P.O. Box 510845
708	999 18th Street # 425	
709	P.O. Box 1009	
710	1200 North 7th Street	4th Floor Loan Division
555	600 Independence Avenue, SW	
611	P.O. Box 9215	
620	11100 USA Parkway	
627	600 Independence Avenue, SW	

The national standardized 3 character code for a guarantee agency

Count: 12

Figure 203 Maintain Guarantors Table Scrolled a 4th Time to the Right (PEPSD950)

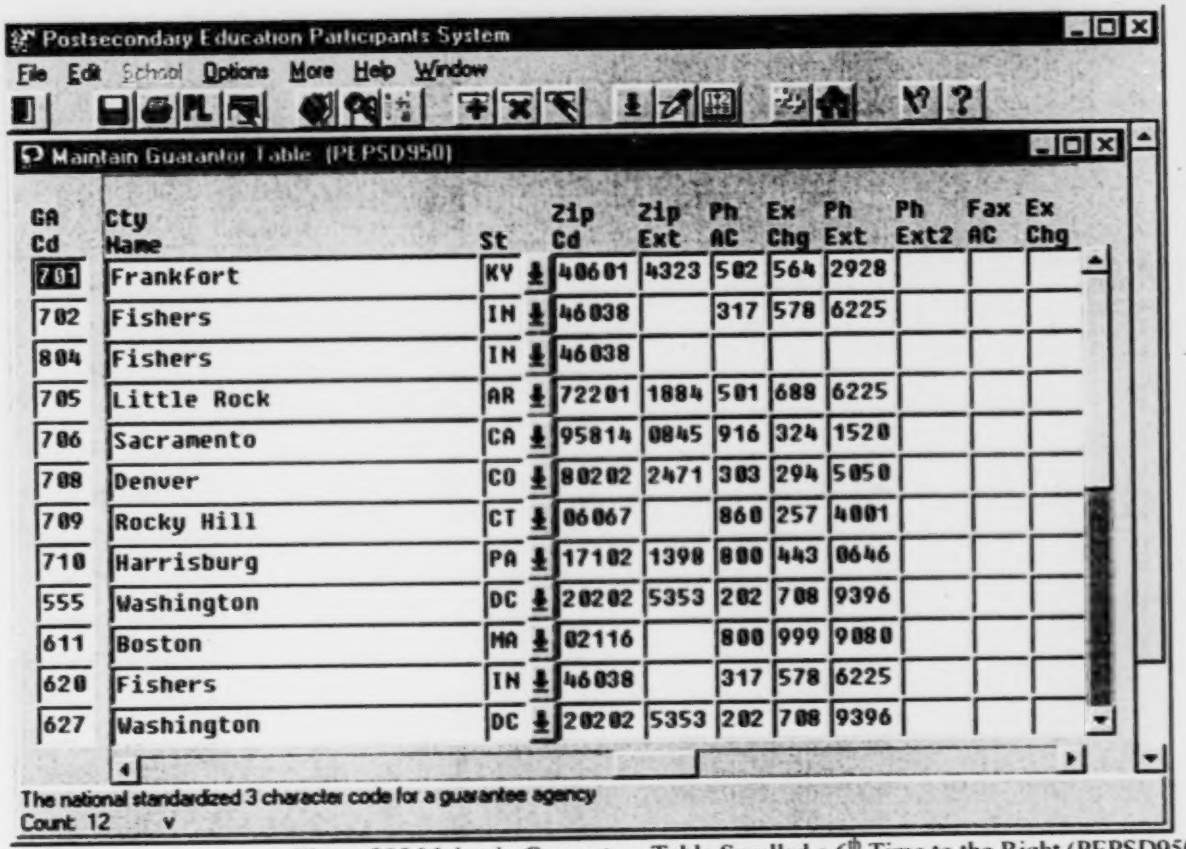

Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Fax Ext	Fax Ext2	Internet Adr
701			
702			
804			
705			
706			
708			
709			
710			
555			
611			
620			
627			

The national standardized 3 character code for a guarantee agency

Count: 12

Figure 204 Maintain Guarantors Table Scrolled a 5th Time to the Right (PEPSD950)

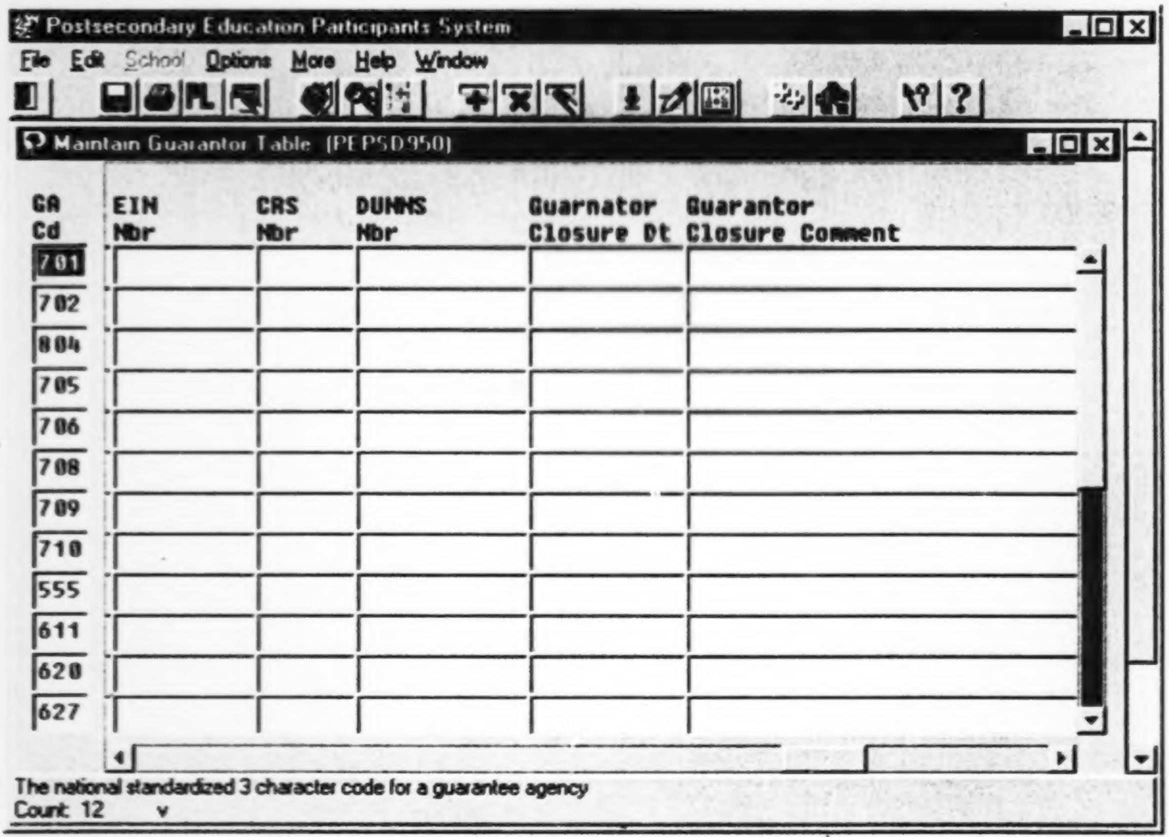

Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Cty Name	St	Zip Cd	Zip Ext	Ph AC	Ex Chg	Ph Ext	Ph Ext2	Fax AC	Ex Chg
701	Frankfort	KY	40601	4323	502	564	2928			
702	Fishers	IN	46038		317	578	6225			
804	Fishers	IN	46038							
705	Little Rock	AR	72201	1884	501	688	6225			
706	Sacramento	CA	95814	0845	916	324	1520			
708	Denver	CO	80202	2471	303	294	5050			
709	Rocky Hill	CT	06067		860	257	4001			
710	Harrisburg	PA	17102	1398	800	443	0646			
555	Washington	DC	20202	5353	202	708	9396			
611	Boston	MA	02116		800	999	9080			
620	Fishers	IN	46038		317	578	6225			
627	Washington	DC	20202	5353	202	708	9396			

The national standardized 3 character code for a guarantee agency

Count: 12 v

Figure 205 Maintain Guarantors Table Scrolled a 6th Time to the Right (PEPSD950)

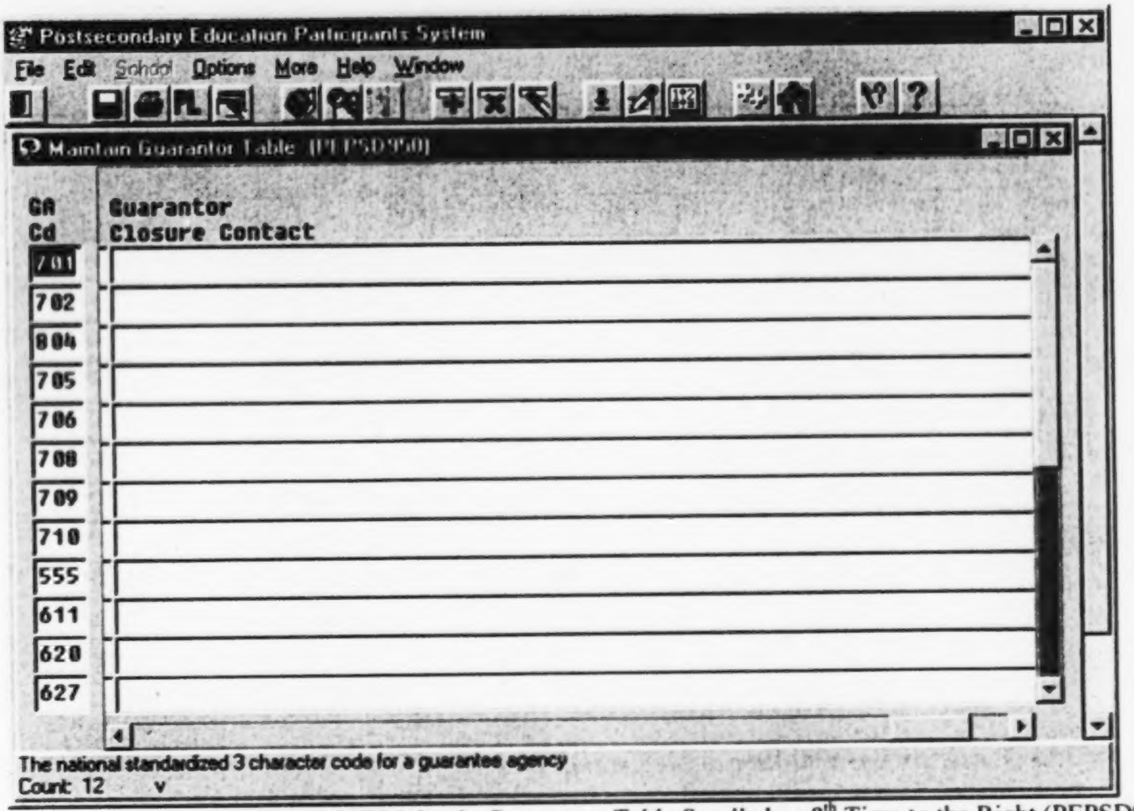

Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Maintain Guarantor Table (PEPSD950)

GA Cd	EIN Nbr	CRS Nbr	DUNNS Nbr	Guarnator Closure Dt	Guarantor Closure Comment
701					
702					
804					
705					
706					
708					
709					
710					
555					
611					
620					
627					

The national standardized 3 character code for a guarantee agency

Count: 12 v

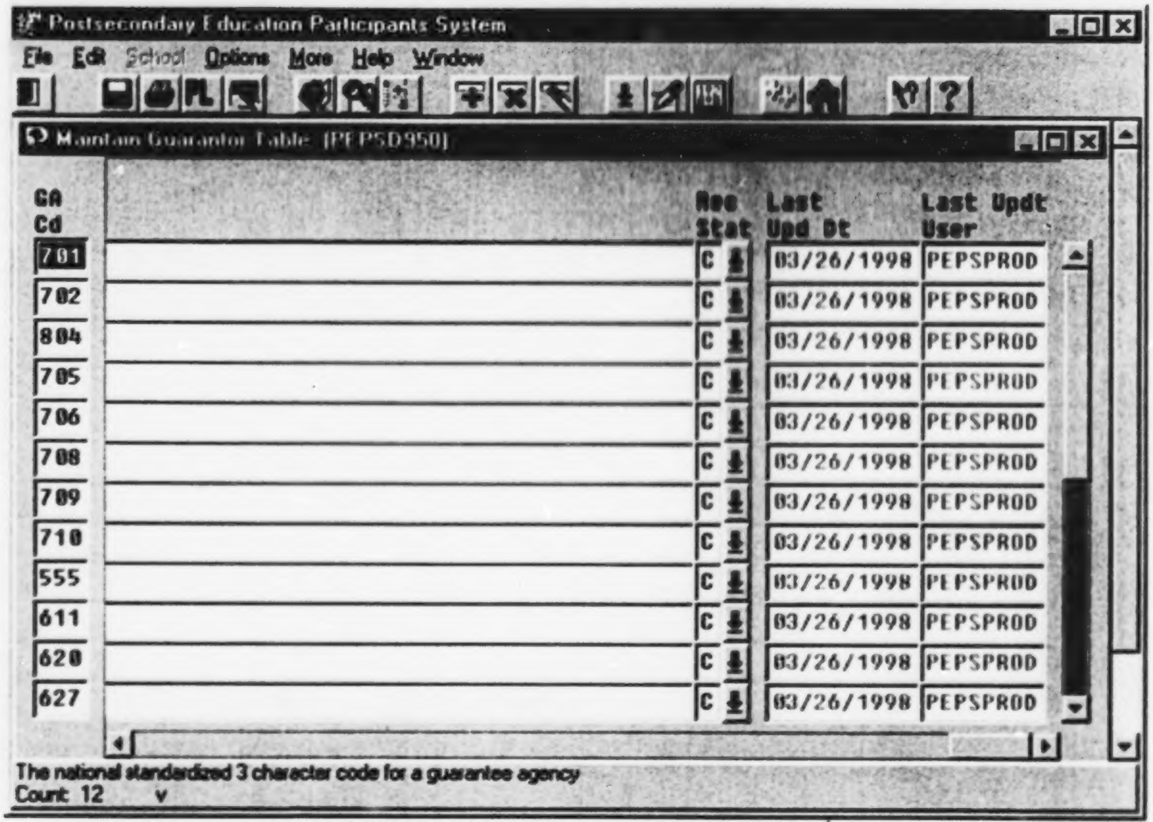
Figure 206 Maintain Guarantors Table Scrolled a 7th Time to the Right (PEPSD950)


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd	Guarantor Closure Contact
701	
702	
804	
705	
706	
708	
709	
710	
555	
611	
620	
627	

The national standardized 3 character code for a guarantee agency
Count: 12 v

Figure 207 Maintain Guarantors Table Scrolled an 8th Time to the Right (PEPSD950)


Postsecondary Education Participants System
File Edit School Options More Help Window
Maintain Guarantor Table (PEPSD950)

GA Cd		Rec Stat	Last Upd Dt	Last Updt User
701		C	03/26/1998	PEPSPROD
702		C	03/26/1998	PEPSPROD
804		C	03/26/1998	PEPSPROD
705		C	03/26/1998	PEPSPROD
706		C	03/26/1998	PEPSPROD
708		C	03/26/1998	PEPSPROD
709		C	03/26/1998	PEPSPROD
710		C	03/26/1998	PEPSPROD
555		C	03/26/1998	PEPSPROD
611		C	03/26/1998	PEPSPROD
620		C	03/26/1998	PEPSPROD
627		C	03/26/1998	PEPSPROD

The national standardized 3 character code for a guarantee agency
Count: 12

Figure 208 Maintain Guarantors Table Scrolled a 9th Time to the Right (PEPSD950)

Creating an New Guarantee Agency

2. Enter New Guarantor records.
    - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Enter the new GA ID and enter all mandatory columns in the row.
    - The system will not allow the guarantor to be saved without entering all required columns. The system will guide you through the missing mandatory columns each time you attempt to save (Blue Diskette).
    - Click the Save Button (Blue Diskette) to save the record. Close the window when done.
    - Note that if it is desirable to NOT save the new record after data entry has already begun, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. This will avoid saving a new record.

Modify Data of an Existing Guarantee Agency

3. Update a Guarantor record.

- Locate the desired Guarantor in the set of rows returned by the query. It may be easier to locate the specific row by querying on the GA ID.
- Navigate to the columns, which require modification; alter those columns as needed.
- Click the Save button (Blue Diskette) on the toolbar to save the changes to the existing Guarantor data. A message will indicate how many rows in the table were updated.
- Note that if it is desirable to NOT save the record after changes have been made to the record, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. The record will disappear but is not deleted or updated.

Delete an Existing Guarantee Agency

4. Delete an existing Guarantor from the table.

- Place the cursor in the row of the Guarantor that needs to be deleted from the table. Pointing with the mouse and then clicking the left mouse button can do this. This makes the row selected the "current" row.
- Use the Delete Button (Red X) to delete the "current" row.
- The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
- Click "Yes" to delete, "No" to cancel the delete.
- Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
- The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

9.2 Maintain Appeals Staff Table (PEPSD951, PEPSI951)

The purpose of this screen is to query and maintain data associated with the Appeals Staff table. The data will be composed on entries representing members of the U.S. Department of Education's Appeals Section. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Appeals Staff members currently on record.

Accessing the Maintain Appeals Staff Table Screen

- Select *More / Default Management / Maintain / Tables / User Tables / Appeals Staff* from the PEPS menu. The figure below displays the PEPS menu path.

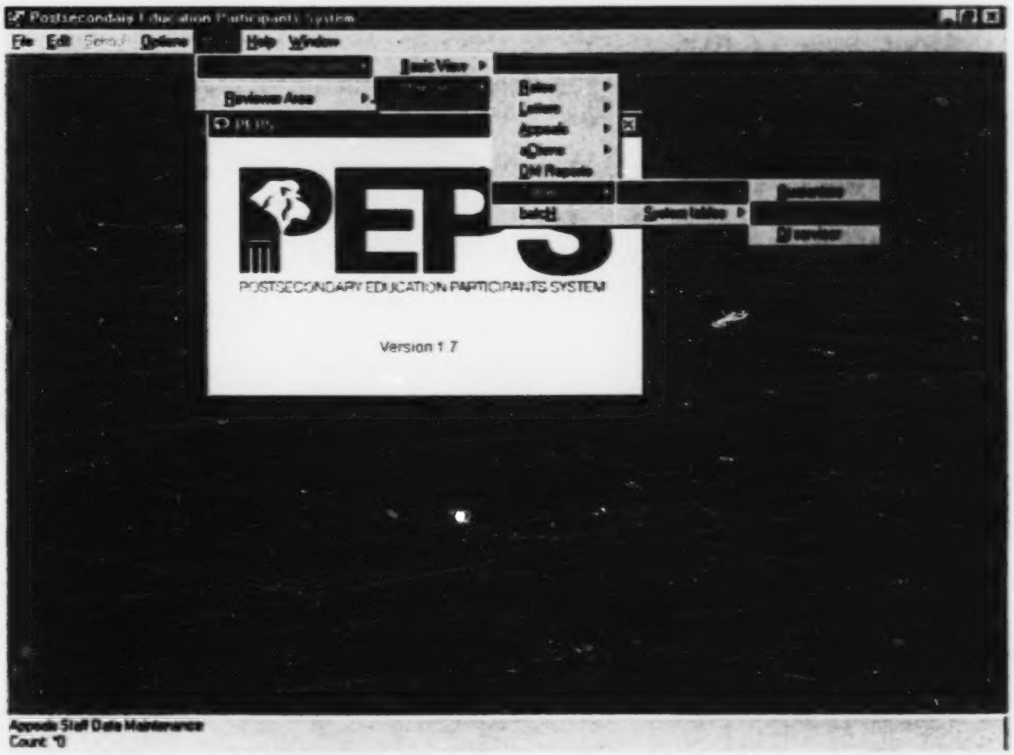
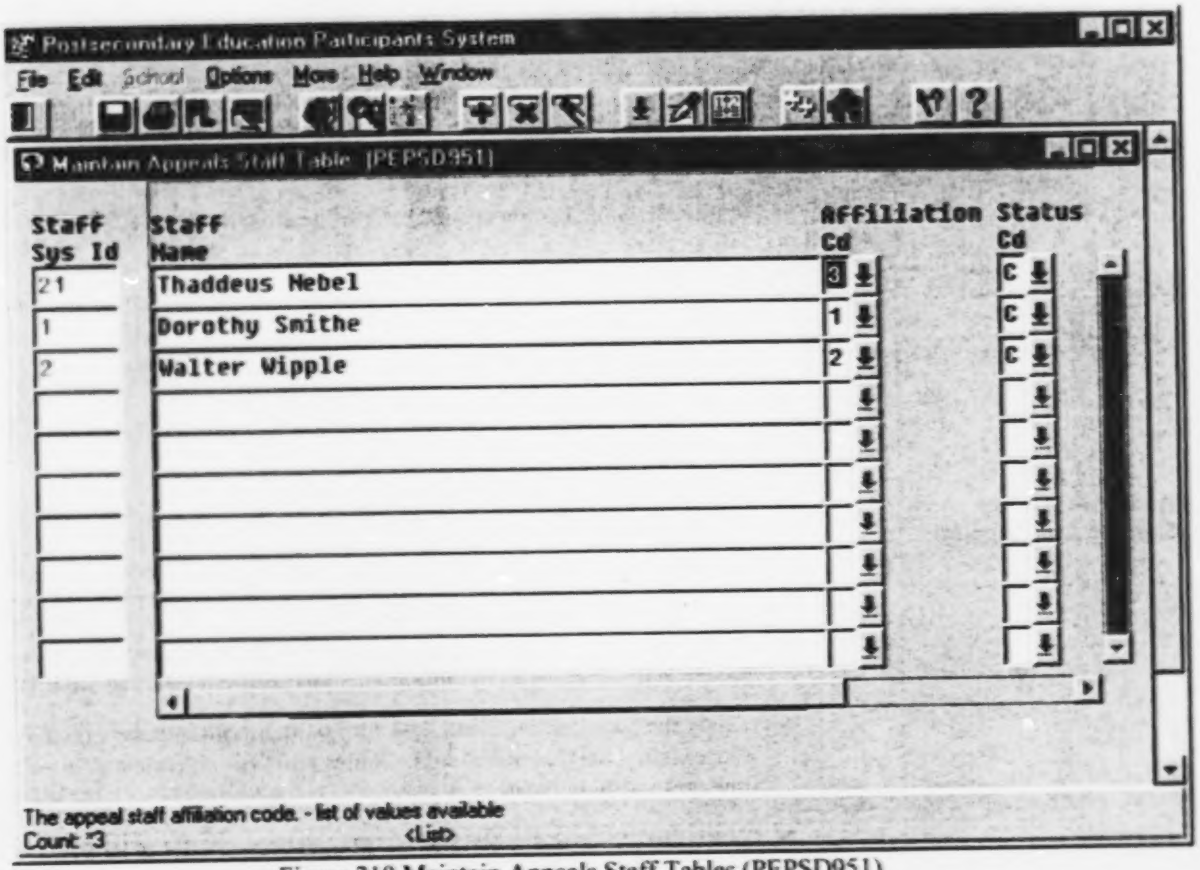

Postsecondary Education Participants System
File
Edit
Setup
Options
Help
Window
Basic View
Reviewer Area
Rates
Letters
Appeals
aCure
DM Reports
batch
System tables
PEPS
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
Appeals Staff Data Maintenance
Count: *0

Figure 209 PEPS Menu: *More / Default Management / Maintain / Tables / User Tables / Appeals Staff (PEPSMAIN)*

The *Maintain Appeals Staff Table* window appears as displayed below.


Postsecondary Education Participants System
File
Edit
School
Options
More
Help
Window
Maintain Appeals Staff Table (PEPSD951)

Staff Sys Id	Staff Name	Affiliation Cd	Status Cd
21	Thaddeus Nebel	3	C
1	Dorothy Smithe	1	C
2	Walter Wipple	2	C

The appeal staff affiliation code. - list of values available

Count: *3 <List>

Figure 210 Maintain Appeals Staff Tables (PEPSD951)

Layout and Organization of Information on this Screen

- Notice that one row exists for each Appeals Staff member in the Table.
- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of Staff members.
- It is possible to locate one Staff member by entering a value in the column, Staff Sys ID, or in column, Staff Name, as the selection criteria in the form and execute the query by pressing the Find button (the magnifying glass).

Viewing the Data

- It is also possible to quickly retrieve all the Staff members listed in the table by merely executing the Query with no criteria specified.

Creating an New Appeals Staff Member

2. Enter New Appeals Staff member records.

   - Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Enter the new Staff member name and enter all mandatory columns in the row.
   - The system will not allow the new staff member to be saved without entering all required columns. The system will guide you through the missing mandatory columns each time you attempt to save (Blue Diskette).
   - Click the Save Button (Blue Diskette) to save the record. Close the window when done.
   - Note that if it is desirable to NOT save the new record after data entry has already begun, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. This will avoid saving a new record.

Modify Data of an Existing Staff Member

3. Update an Appeals Staff member record.

   - Locate the desired Staff member in the set of rows returned by the query. It may be easier to locate the specific row by querying on the Staff Sys ID.
   - Navigate to the columns, which require modification and alter those columns as needed. Use the LOV button when available to select a valid value.
   - Click the Save button (Blue Diskette) on the toolbar to save the changes to the existing Staff member data. A message will indicate how many rows in the table were updated.
   - Note that if it is desirable to NOT save the record after changes have been made to the record, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. The record will disappear but is not deleted or updated.

Delete an Existing Appeals Staff Member

4. Delete an existing Appeals Staff Member from the table.

   - Place the cursor in the row of the Staff member that needs to be deleted form the table. Pointing with the mouse and then clicking the left mouse button can do this. This makes the row selected the "current" row.
   - Use the Delete Button (Red X) to delete the "current" row.
   - The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
   - Click "Yes" to delete, "No" to cancel the delete.

- Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
- The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).

9.3 Maintain Direct Loan Servicer Table (PEPSD952, PEPSI952)

The purpose of this screen is to query and maintain data associated with the Direct Loan Servicer table. The data will be composed on entries representing Direct Loan (FDSLP) Servicers involved with the U.S. Department of Education in the "servicing" of FDSLP loans. The forms described here are only available to users who have been granted access to the Default Management / Maintain menu.

1. Search for the Direct Loan Servicers currently in the table.

Accessing the Maintain Direct Loan Servicer Table

- Select *More / Default Management / Maintain / Tables / User Tables / Dl Servicer* from the PEPS menu. The figure below displays the PEPS menu path.

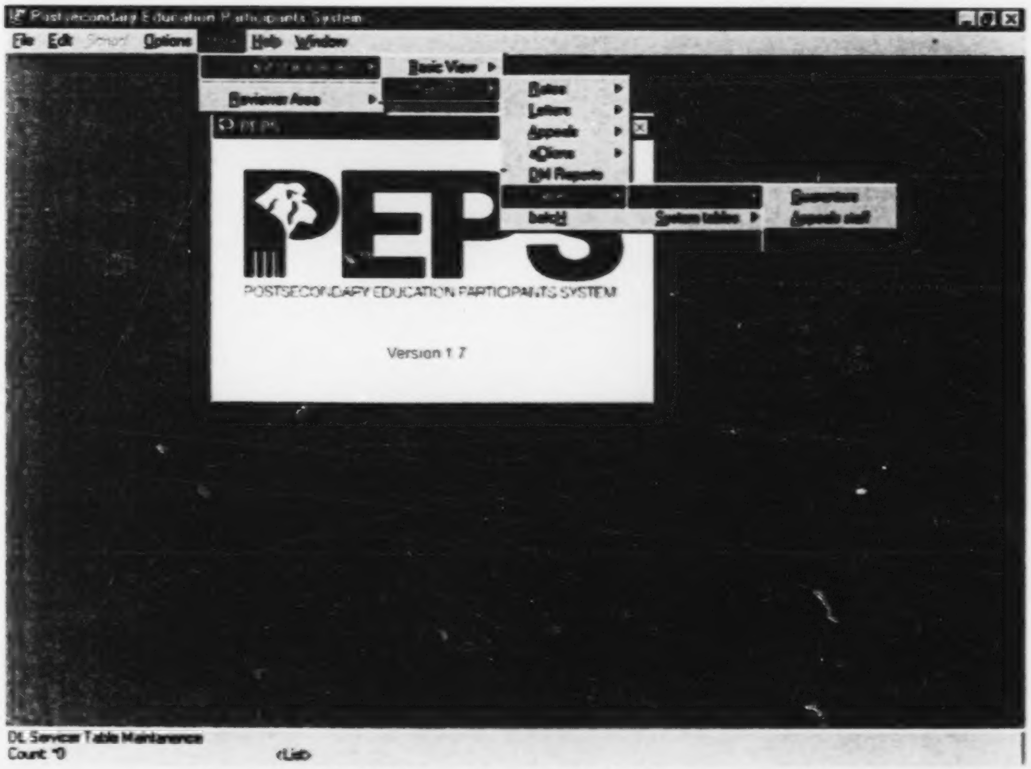
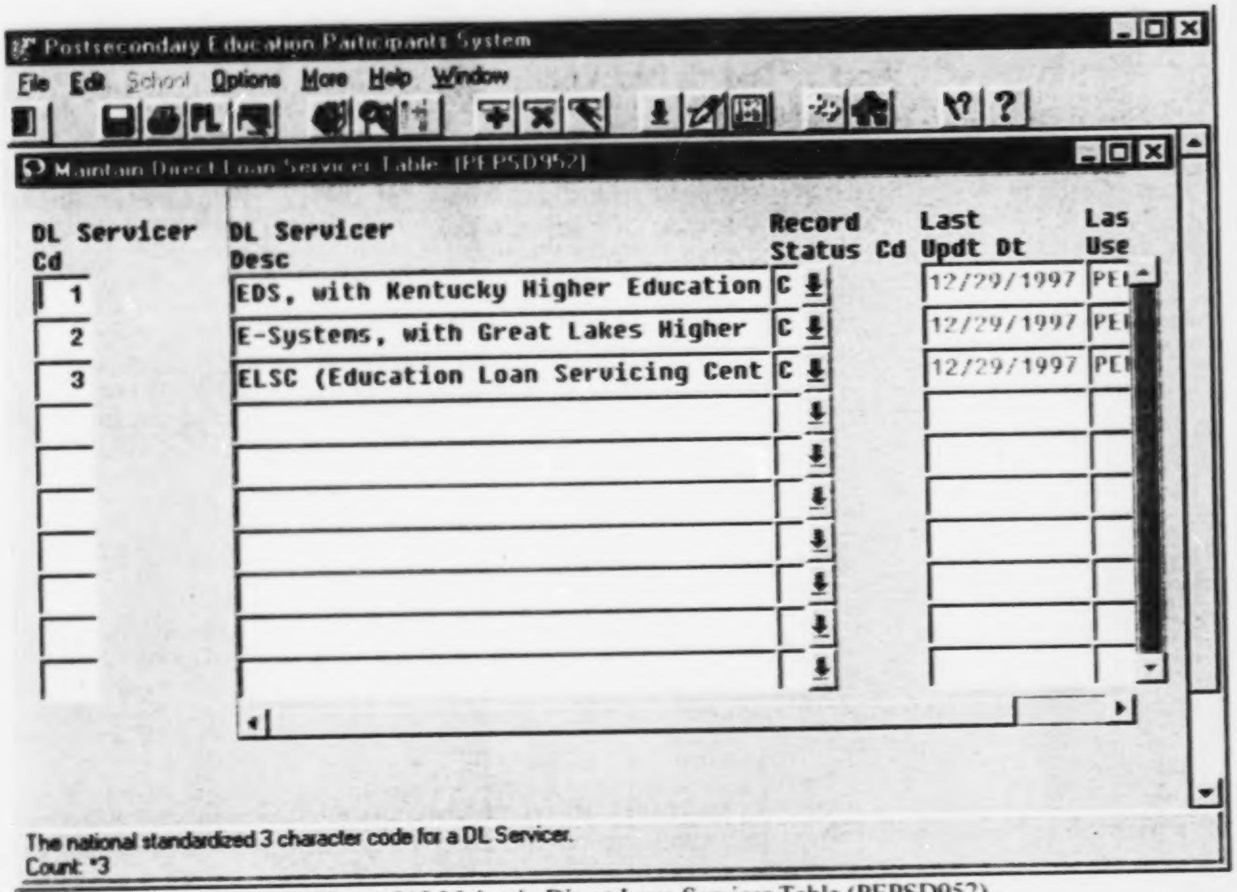

Postsecondary Education Participants System
File
Edit
Smart
Options
Help
Window
Basic View
Reviewer Area
PEPS
Rates
Letters
Appeals
aClaims
DM Reports
batch
System tables
Guarantors
Appeals staff
PEPS
POSTSECONDARY EDUCATION PARTICIPANTS SYSTEM
Version 1.7
DL Servicer Table Maintenance
Count: *0
<List>

Figure 211 PEPS Menu: *More / Default Management / Maintain / Tables / User Tables / Dl Servicer (PEPSMAIN)*

The *Maintain Direct Loan Servicer Table* window appears as displayed below.



Maintain Direct Loan Servicer Table (PEPSD952)

DL Servicer Cd	DL Servicer Desc	Record Status Cd	Last Updt Dt	Las Use
1	EDS, with Kentucky Higher Education	C	12/29/1997	PE
2	E-Systems, with Great Lakes Higher	C	12/29/1997	PE
3	ELSC (Education Loan Servicing Cent	C	12/29/1997	PE

The national standardized 3 character code for a DL Servicer.
Count: *3

Figure 212 Maintain Direct Loan Servicer Table (PEPSD952)

Layout and Organization of Information on this Screen

- Notice that one row exists for each Direct Loan Servicer in the Table.
- The form starts out in query mode. Each column can have selection criteria entered in order to search for a set of DL Servicers.

Viewing the Data

- It is possible to locate one Direct Loan Servicer by entering a value in the column, DL Servicer Cd, or in column, DL Servicer Desc, as the selection criteria in the form and execute the query by pressing the Find button (the magnifying glass).

- It is also possible to quickly retrieve all the Loan Servicer listed in the table by merely executing the Query with no criteria specified.

Creating an New Direct Loan Servicer

2. Enter New Direct Loan Servicer records.

- Use the Insert Button (Green Plus Sign) to create a row to be used for insertion. Enter the new DL Servicer Code and enter all mandatory columns in the row.
- The system will not allow the DL Servicer to be saved without entering all required columns. The system will guide you through the missing mandatory columns each time you attempt to save (Blue Diskette).
- Click the Save Button (Blue Diskette) to save the record. Close the window when done.
- Note that if it is desirable to NOT save the new record after data entry has already begun, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. This will avoid saving a new record.

Modify Data of an Existing Direct Loan Servicer

3. Update a Direct Loan Servicer record.

- Locate the desired Loan Servicer in the set of rows returned by the query. It may be easier to locate the specific row by querying on the DL Servicer code.
- Navigate to the columns, which require modification and alter those columns as needed.
- Click the Save button (Blue Diskette) on the toolbar to save the changes to the existing Staff member data. A message will indicate how many rows in the table were updated.
- Note that if it is desirable to NOT save the record after changes have been made to the record, then click on toolbar button, "Clear Record" (the pencil erasing) to clear the record. The record will disappear but is not deleted or updated.

Delete an Existing Direct Loan Servicer

4. Delete an existing Direct Loan Servicer from the table.

- Place the cursor in the row of the loan servicer that needs to be deleted form the table. Pointing with the mouse and then clicking the left mouse button can do this. This makes the row selected the "current" row.
- Use the Delete Button (Red X) to delete the "current" row.

- The standard PEPS message "You are deleting this record. Please acknowledge" will appear.
- Click "Yes" to delete, "No" to cancel the delete.
- Press the save button on the toolbar (the blue diskette) to a make your deletion permanent.
- The message "Transaction complete: N records applied and saved." indicates deleted record(s) were deleted. There is no way of EVER recovering the record(s) after receiving this message.

Warning!!!! Delete is Permanent when you Save or acknowledge with a "YES".

- A deleted record can be brought back by NOT saving (the blue diskette) and exiting (the red door) the screen. The system will prompt 'Do you want to save the changes you have made?". Answering "No" to this message will undo the delete and exit the screen. Once you answer "Yes" to this message, or press save (the blue diskette), there is no way of EVER recovering the record(s).